



**CITY COUNCIL AGENDA  
MONDAY, MAY 21, 2018  
7:00 P.M.**

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. ADDITIONS OR CORRECTIONS TO AGENDA
5. DISCUSSION FROM THE FLOOR
6. CONSENT AGENDA:
  - A. Approval of Minutes – May 7, 2018
  - B. Disbursements
    1. General Operations Disbursement Claim No. 18-07 \$
    2. Liquor Fund Disbursement Claim No. 18-08 \$33,812.89
  - C. Budget to Date/Statement of Fund Balance – April 2018
  - D. Annual TIF Reporting (Northland Securities)
  - E. Mayor's Proclamation – Public Works Week - May 20-26, 2018
  - F. Mayor's Proclamation – Memorial Day May 28, 2018
  - G. Application to Conduct Off-Site Gambling – Spring Lake Park Lions – Tower Days Bingo – June 10, 2018 (Lakeside Park)
  - H. Contractor's Licenses
  - I. Sign Permit
  - J. Correspondence
7. PRESENTATION
  - A. Board of Equalization Meeting
8. POLICE REPORT
9. PARKS AND RECREATION REPORT
10. UNFINISHED BUSINESS
  - A. Resolution 18-14 Approving Conditional Use Permit for An Auto Repair Facility  
At 1540 County Road 10 NE
11. ENGINEER'S REPORT
12. ATTORNEY'S REPORT
13. REPORTS
  - A. Joint City Council Meeting on Fire Department Budget –  
June 12, 2018 at 6:30 PM (location to be determined)
  - B. Legends of Spring Lake Park Tour – May 24, 2018 at 3:30 PM
  - C. Comprehensive Plan Update
14. OTHER
15. ADJOURN

**SEE REVERSE SIDE FOR RULES FOR PUBLIC HEARING  
AND DISCUSSION FROM THE FLOOR**

## **RULES FOR DISCUSSION FROM THE FLOOR AND PUBLIC HEARINGS**

### **DISCUSSION FROM THE FLOOR**

- Discussion from the floor is limited to three minutes per person. Longer presentations must be scheduled through the Administrator, Clerk/Treasurer's office.
- Individuals wishing to be heard must sign in with their name and address. Meetings are video recorded so individuals must approach the podium and speak clearly into the microphone.
- Council action or discussion should not be expected during "Discussion from the Floor." Council may direct staff to research the matter further or take the matter under advisement for action at the next regularly scheduled meeting.

### **PUBLIC HEARINGS**

The purpose of a public hearing is to allow the City Council to receive citizen input on a proposed project. This is not a time to debate the issue.

The following format will be used to conduct the hearing:

- The presenter will have a maximum of 10 minutes to explain the project as proposed.
- Councilmembers will have the opportunity to ask questions or comment on the proposal.
- Citizens will then have an opportunity to ask questions and/or comment on the project. Those wishing the comment are asked to limit their comments to 3 minutes. In cases where there is a spokesperson representing a group wishing to have their collective opinions voiced, the spokesperson should identify the audience group he/she is representing and may have a maximum of 10 minutes to express the views of the group.
- People wishing to comment are asked to keep their comments succinct and specific.
- Following public input, Councilmembers will have a second opportunity to ask questions of the presenter and/or citizens.
- After everyone wishing to address the subject of the hearing has done so, the Mayor will close the public hearing.
- The City Council may choose to take official action on the proposal or defer action until the next regularly scheduled Council meeting. No further public input will be received at that time.

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on May 7, 2018 at the Spring Lake Park Community Center, 1301 81st Avenue N.E., at 7:00 P.M.

### 1. Call to Order

Acting Mayor Nelson called the meeting to order at 7:00 P.M.

### 2. Roll Call

Members Present: Councilmembers Nelson, Wendling, Delfs and Goodboe-Bisschoff

Members Absent: Mayor Hansen

Staff Present: Police Chief Ebeltoft; Public Works Director Randall; Building Official Brainard; Engineer Gravel; Attorney Thames; Parks and Recreation Director Rygwall; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Paddy Jones, Ham Lake, MN  
Olivia Alveshere, ABC Newspaper  
Daniel Gelb, 9617 Oak Ridge Trail, Minnetonka  
Osman Musani, 14537 Lockslie Trail, Savage  
Mark Lazarchic, Blue Sun Soda Shop

### 3. Pledge of Allegiance

### 4. Additions or Corrections to Agenda

Administrator Buchholtz requested that Item 10 G., Landlord's Consent to Assignment, and Item 10 H., Past Due Rental Settlement Agreement, be added to the agenda.

### 5. Discussion From The Floor- None

### 6. Consent Agenda:

Mayor Hansen reviewed the following Consent Agenda items:

- A. Approval of Minutes – April 16, 2018
- B. Mayor's Proclamation – Building Safety Month – May 2018
- C. Mayor's Proclamation – Municipal Clerks Week – May 6-12, 2018
- D. Mayor's Proclamation – National Police Week - May 13-19, 2018
- E. Request for No Parking Signs on one side of Hillview Road on Saturday, May 19, 2018
- F. Citywide Towing Impound Services Agreement
- G. Torg Brewery Liquor License
- H. Contractor's Licenses
- I. Sign Permit
- J. Correspondence

Councilmember Wendling inquired if Blue Tow Towing combined businesses with Citywide Towing. Police Chief Ebeltoft reported that Citywide Towing purchased Blue Tow Towing and an agreement has

been reached with Brett Letourneau of Citywide Towing to provide towing and impound services for the City.

MOTION BY COUNCILMEMBER DELFS TO APPROVE THE CONSENT AGENDA. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

#### 7. Public Works Report

Public Works Director Randall reported that in the month of April, the Public Works Department continued to collect the garbage and recycling at the parks and completed the planter boxes for the community garden. He stated that the merry-go-round at Able Park was removed to be repaired.

Mr. Randall reported that the Department plowed and salted three times in the month of April. He reported that the Department has started patching potholes with hot mix; continued to trim boulevard trees and repair street signs.

Mr. Randall stated the weight limits on the streets have been removed and the flushing of the fire hydrants has started. He reported that he and Recycling Coordinator Brown assisted at the City Recycling day April 14, 2018.

#### 8. Code Enforcement Report

Building Official Brainard reported that he attended the Council meetings on April 2 and April 16; a Department Head meeting on April 3; the North Suburban Code Official meeting on April 10; Code Enforcement Inspector interviews on April 24 and the North Suburban Building Officials meeting on April 24.

Mr. Brainard stated that in April 2018, 11 building permits, two sign, one zoning, three mechanical and five plumbing permits were issued for a total of 22 permits compared to a total of 28 in 2017. He reported that he conducted 134 inspections in the month of April.

Mr. Brainard reported construction continues rapidly at the Legends of Spring Lake Park, as the roof to the front entry has been installed and that mechanical, plumbing and drywall has been completed on a section of the building.

Mr. Brainard stated that on April 24, 2018, he conducted interviews for the part-time Code Enforcement Inspector position. He reported that a tentative offer has been made pending the background investigation. He stated that position will start on May 8, 2018 and continue through the end of 2018.

Mr. Brainard reported that the March 2018 vacancy listing shows that there are 14 vacant/foreclosed residential properties currently posted and/or soon posted by the Code Enforcement Department, which is down two from last month. There are two vacant/foreclosed commercial property, which is remains the same from last month; and five residential properties currently occupied and ready for Sheriff Sale redemption, which is the same as last month. He reported that he posted one abandoned and/or vacant property notice in month of April. He stated that the department issued 13 administrative offense tickets and six written violation notices in the month of April.

Mr. Brainard provided the Council a public information handout on installing a fence.



9. Ordinances and/or ResolutionsA. Resolution 18-14 Approving a Conditional Use Permit for An Auto Repair Facility at 1540 County Road 10 NE

Administrator Buchholtz reported that Daniel L. Gelb of Northern Auto Repair, LLC submitted a Conditional Use Permit application for the operation of a used car sales and auto repair facility at 1540 County Road 10 NE. He reported that currently, the site is vacant, though it has most recently been used as an automobile repair shop. He reported that the existing repair shop was closed and the CUP was revoked because of numerous complaints and violations on the site. He noted that prior to the repair shop; the site was used for automobile sales.

Administrator Buchholtz reported that the property is zoned C-1, Shopping Center Commercial and guided Commercial on the 2030 Future Land Use Plan. He reported that the proposed automobile repair shop is a conditional use in the C-1 zoning district and consistent with the Comprehensive Plan. He stated that proposed used automobile sales lot is prohibited in the C-1 zoning district. He stated the Conditional Use Permit will only apply to the use for the automobile repair shop, as a used automobile sales lot is prohibited.

Administrator Buchholtz reported that although the site has ample paved areas for parking, the lot is currently not striped, and it is unclear which areas of the lot are designated for automobile storage, visitors, and employees. He stated that the city's parking requirements state for automobile repair/maintenance facilities, businesses must provide three spaces per maintenance bay and one space per shift employee, and accessible parking spaces are required.

Administrator Buchholtz reported that given that the property has three garages, each with two bays (six bays total) the applicant is required to provide 18 parking spaces for visitors. He stated that assuming there are four shift employees at the facility at any time, this would bring the total required parking spaces to 22 spaces. He stated that the applicant will be required to prepare a drawing for the City to review showing the proposed conditions on the site for neighboring properties and visitors.

Administrator Buchholtz reported that a second access to the service road for County Road 10, at the southeast end of the property, has been closed off to vehicular traffic with asphalt. He stated that on either side of this former access, the property features a grass planted boulevard. He stated that the closed access point should also be restored to a planted boulevard with grass to match adjacent street frontage and provide more visual consistency.

Administrator Buchholtz stated that the Planning Commission held a public hearing and recommended approval of the application for a Conditional Use Permit to allow an automobile repair shop in the C-1 district with the following conditions:

1. All vehicles waiting for repair or pick-up shall be stored within an enclosed building or designated off-street parking spaces.
2. All work shall be performed within a completely enclosed building.
3. All vehicles parked or stored on site shall display a current license plate with a current license tab.
4. Outside storage of automobile parts or storage of inoperable or salvage vehicles shall be prohibited.
5. The sale of vehicles is prohibited.
6. The use shall employ best management practices regarding the venting of odors, gas and fumes. Such vents shall be located a minimum of ten feet above grade and shall be directed away from residential uses. All storage tanks shall be equipped with vapor tight fittings to eliminate the escape of gas

vapors.

7. Waste containers are enclosed or inside the building, in accordance to City standards.
8. Landscaping of boulevard along County Road 10 in the southeastern part of the site will be restored to match other boulevard areas.
9. The applicant will stripe the parking lot to delineate parking spaces meeting City dimensional standards.
10. Proper parking will be provided and designated for visitors, customers, and employees, in accordance to City and ADA standards.
11. The applicant will provide a drawing to the City Engineer illustrating revisions to the parking lot including striping, parking areas, and boulevard landscaping prior to making improvements.
12. A Certificate of Occupancy must be obtained from the Code Enforcement Director prior to the start of use.

Mr. Gelb reported to the Council that he had met with Mr. Brainard and they had reviewed the required improvements needed.

Acting Mayor Nelson inquired if Mr. Gelb understands the conditions of the CUP and stated he hopes that the new ownership is proactive and improvements made.

Councilmember Goodboe-Bisschoff inquired as to how many parking spaces will be available and the conditions will be in place for when vehicles can be dropped off for repairs. Administrator Buchholtz stated that 22 parking spaces are required. He reported that currently there are no City Code standards for specific drop off times for vehicles. He stated that a condition could be added to the CUP for drop off hours.

Councilmember Delfs inquired as to who will be running the new repair shop. Mr. Gelb stated that Omar Musani and a manager will be operating the new business.

Councilmember Wendling inquired if any excess vehicles will be stored on site since Mr. Gelb owns several automotive operations. Mr. Gelb stated that the vehicles will leave this location as soon as they are completed and no excess vehicles will be stored.

Acting Mayor Nelson inquired on the timeframe for the opening of the new business and the corrections of the conditions with the CUP. Mr. Gelb stated that the closing is scheduled for the end of July, as that is the end of redemption period of the existing owner. Administrator Buchholtz reminded the Council that that CUP runs with the land and if no action were done within one year of the approval of the CUP, the permit would not be valid.

Councilmember Delfs stated that this new business would be the eighth auto repair business to open within the three surround cities and inquired if the Council should consider if there is a need for another auto repair business.

Councilmember Wendling stated that the area is zoned C-1 for commercial use and feels that car repair businesses are a viable business in the city. Acting Mayor Nelson stated that any limitations would require a change in zoning. He agreed that there are many auto repair businesses; but stated that the present is not the appropriate time to discuss a zoning change.

MOTION MADE BY COUNCILMEMBER WENDLING TO APPROVE RESOLUTION 18-14  
APPROVING A CONDITIONAL USE PERMIT FOR AN AUTO REPAIR FACILITY AT 1540  
COUNTY ROAD 10 NE WITH THE FOLLOWING CONDITIONS: : (1) ALL VEHICLES WAITING

FOR REPAIR OR PICK-UP SHALL BE STORED WITHIN AN ENCLOSED BUILDING OR DESIGNATED OFF-STREET PARKING SPACES; (2) ALL WORK SHALL BE PERFORMED WITHIN A COMPLETELY ENCLOSED BUILDING; (3) ALL VEHICLES PARKED OR STORED ON SITE SHALL DISPLAY A CURRENT LICENSE PLATE WITH A CURRENT LICENSE TAB; (4) OUTSIDE STORAGE OF AUTOMOBILE PARTS OR STORAGE OF INOPERABLE OR SALVAGE VEHICLES SHALL BE PROHIBITED; (5) THE SALE OF VEHICLES IS PROHIBITED; (6) THE USE SHALL EMPLOY BEST MANAGEMENT PRACTICES REGARDING THE VENTING OF ODORS, GAS AND FUMES SUCH, VENTS SHALL BE LOCATED A MINIMUM OF TEN FEET ABOVE GRADE AND SHALL BE DIRECTED AWAY FROM RESIDENTIAL USES. ALL STORAGE TANKS SHALL BE EQUIPPED WITH VAPOR TIGHT FITTINGS TO ELIMINATE THE ESCAPE OF GAS VAPOR; (7) WASTE CONTAINERS ARE ENCLOSED OR INSIDE THE BUILDING, IN ACCORDANCE TO CITY STANDARDS; (8) LANDSCAPING OF BOULEVARD ALONG COUNTY ROAD 10 IN THE SOUTHEASTERN PART OF THE SITE WILL BE RESTORED TO MATCH OTHER BOULEVARD AREAS; (9) THE APPLICANT WILL STRIPE THE PARKING LOT TO DELINEATE PARKING SPACES MEETING CITY DIMENSIONAL STANDARDS; (10) PROPER PARKING WILL BE PROVIDED AND DESIGNATED FOR VISITORS, CUSTOMERS, AND EMPLOYEES, IN ACCORDANCE TO CITY AND ADA STANDARDS; (11) THE APPLICANT WILL PROVIDE A DRAWING TO THE CITY ENGINEER ILLUSTRATING REVISIONS TO THE PARKING LOT INCLUDING STRIPING, PARKING AREAS, AND BOULEVARD LANDSCAPING PRIOR TO MAKING IMPROVEMENTS (12) A CERTIFICATE OF OCCUPANCY MUST BE OBTAINED PRIOR TO BUSINESS OPENING. ROLL CALL VOTE: COUNCILMEMBER WENDLING – AYE, COUNCILMEMBER DELFS –NAY, COUNCILMEMBER GOODBOE-BISSCHOFF –NAY; ACTING MAYOR NELSON – AYE. MOTION FAILED.

Councilmember Delfs asked that the discussion be tabled until the May 21, 2018 City Council meeting.

Mr. Gelb stated that he is willing to answer any questions or concerns of the Councilmembers. He stated that he is committed to running a professional business.

Attorney Thames reminded the City Councilmembers that it is their duty to evaluate the application under the current CUP conditions and they are free to discuss matters of concern to try to reach a majority vote this evening or the item be tabled to future meeting. He stated that a second vote would require specific violations for code violations for a reason for denial. He stated that as long as the requirements and standards fit the use, the Council is obligated to vote.

Administrator Buchholtz stated that he would send the 60-day extension letter dated May 7, 2018 since a consensus could not be reached at the meeting.

MOTION MADE BY ACTING MAYOR NELSON TO TABLE THE APPROVAL OF RESOLUTION 18-14 APPROVING A CONDITIONAL USE PERMIT FOR AN AUTO REPAIR FACILITY AT 1540 COUNTY ROAD 10 NE UNTIL MAY 21, 2018. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Resolution 18-15 Approving G.O. Equipment Certificates of Indebtedness, Series 2018A to be Issued by the City of Blaine

Administrator Buchholtz presented the resolution authorizing the City of Blaine to issue general obligation equipment certificates of indebtedness to finance various equipment for municipal fire protection and firefighting purposes with a pledge of repayment from Spring Lake Park and Mounds View. He stated that

the resolution and agreement is pursuant to the Joint Powers Agreement with the cities of Blaine, Mounds View and Spring Lake Park. He reported that the city's portion of is less than eight percent.

MOTION MADE BY COUNCILMEMBER WENDLING TO APPROVE RESOLUTION 18-15 APPROVING G.O. EQUIPMENT CERTIFICATES OF INDEBTEDNESS, SERIES 2018A TO BE ISSUED BY THE CITY OF BLAINE. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

#### 10. New Business

##### A. Special Event Permit – Minnesota Soda Festival

Administrator Buchholtz reported that the City of Spring Lake Park received a special event permit application from Blue Sun Soda Shop for the "Minnesota Soda Festival" which will be held on Saturday, August 4, 2018 from 10 AM to 7 PM at 1625 County Highway 10 NE.

Administrator Buchholtz reported that admission to the soda festival is free. He stated that attendees will pay \$.25 per ticket to use toward the purchase of soda samples. He stated that the applicant will not be serving alcohol and food will be provided using food truck vendors. He stated that the event will conclude by 7:00 PM, which is well within the time set forth under the City's noise ordinance.

Administrator Buchholtz stated that staff has reviewed the special event permit and provided comments. He stated that staff recommends approval of the special use permit, subject to the conditions provided to the applicant by staff.

Mark Lazarchic, Blue Sun Soda Shop, reported that several soda bottlers will be coming in to the event from many states. He stated that he has 13 confirmed bottlers that will participate and hopes that he can have 25. He stated that there is space in the back of the warehouse for them to set up for the event. He stated that there will be a car show in front of the building. He stated that there will be parking at the former Povlitzki site and a shuttle bus to bring the customers to the soda shop. He stated that he plans to advertise the event on Facebook.

Councilmember Goodboe-Bisschoff inquired where customers would go if there were violent storm the day of the event. Mr. Lazarchic stated that the back of the building would be a safe location, away from windows and any glass breakage.

Councilmember Goodboe-Bisschoff inquired if there would be a live band and the timeframe the excess garbage and portable toilets would be picked up. Mr. Lazarchic stated that there would not be any live music and the entire cleanup will be completed on the following Monday.

MOTION MADE BY COUNCILMEMBER DELFS TO APPROVE SPECIAL EVENT PERMIT – MINNESOTA SODA FESTIVAL TO BE HELD ON SATURDAY, AUGUST 4, 2018. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

##### B. Highway 65 Signal Painting

Administrator Buchholtz reported that Anoka County is in the process of putting together a solicitation for bids for signal painting. He stated that City staff is seeking authorization to participate in the bid by submitting two signalized intersections for painting.

Administrator Buchholtz stated that staff is seeking authority to paint the signals on Highway 65 at 85<sup>th</sup> Avenue and 81<sup>st</sup> Avenue NE. He stated that the paint is cracking and rust is coming through, making the signals unsightly. He stated the painting contractor selected by the County would remove the existing paint and rust and repaint the signals.

Administrator Buchholtz reported that the City is responsible for this maintenance on both signals pursuant to maintenance agreements signed with the MnDOT. He stated that the County Highway Department estimates the cost of the signal repainting will be approximately \$10,000 - \$12,000 per intersection. He stated that according to MnDOT, the 85<sup>th</sup> signal was installed in 1997 and the 81<sup>st</sup> Avenue signal was installed in 2002.

Administrator Buchholtz reported that staff reviewed the Osborne Road/Highway 65 and the 81<sup>st</sup> Avenue/University Avenue signals as well. He noted that the paint on these signals, while faded, is in relatively good condition. He stated that these signals might be included in a future signal-painting project.

He stated that the funding for the signal repainting would come from the City's MSA maintenance funds (Fund 402).

Councilmember Wendling inquired when the other signal lights, such as University Avenue, will be painted. Administrator Buchholtz stated that it would depend on the condition of the paint on the signals.

**MOTION MADE BY COUNCILMEMBER WENDLING TO AUTHORIZE STAFF TO PARTICIPATE IN BID PROCESS WITH ANOKA COUNTY FOR REPAINTING OF SIGNAL LIGHTS. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.**

C. Proposal for Engineering Services for the Wells 4 and 5 Rehabilitation Project

Engineer Gravel reported that over the past months Engineering staff has worked with Public Works Director Randall to establish maintenance plans for the city's water system. He noted that as part of that process, it was determined that routine maintenance of Wells 4 and 5 should be completed.

Mr. Gravel provided the scope of the work, schedule, and budget to assist the Council and City with the rehabilitation of City Wells No. 4 and No. 5. He stated that these wells were last rehabilitated in 2003 and are due for maintenance, inspection and repair. He reported that this maintenance will help prevent an unexpected outage or breakdown.

Mr. Gravel explained that the schedule of the maintenance is timed so that Well 5 can remain in service throughout the summer months, not being pulled for rehab until after the peak pumping season. He noted that in the event that Well 5 were to begin experiencing problems or break down during the summer, the schedule could be altered to complete Well 5 first.

Mr. Gravel provided a breakdown of the anticipated engineering costs:

|   |                 |
|---|-----------------|
| Wells 4 and 5 Specifications and Bidding: | \$12,500        |
| Well 4 Construction Oversight:            | \$ 6,500        |
| Well 5 Construction Oversight:            | \$ 6,500        |
| Expenses:                                 | <u>\$ 1,000</u> |
| <b>Total Estimate:</b>                    | <b>\$26,500</b> |

Mr. Gravel stated that although it is not expensive to prepare specifications for bidding, the engineering staff believes that formally bidding this project will result in an overall lower construction price. He stated the project will be attractive to multiple drilling firms, since it involves two wells and it allows work to begin during the summer months, when well rehabilitation work is generally harder to find. He stated that he is hopeful this will result in numerous competitive bids for the project.

MOTION MADE BY COUNCILMEMBER DELFS TO AUTHORIZE PREPARATION OF PLANS, SPECIFICATIONS AND BID PROCESS FOR WELLS 4 AND 5 REHABILITATION PROJECT. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

D. 2018 Sanitary Sewer Lining Project Bid Results

Engineer Gravel reported that bids were opened for the 2018 Sanitary Sewer Lining Project on May 1, 2018. He stated that seven bids were received. He provided a summary of the bids.

| <u>Contractor</u>                     | <u>Total Base Bid</u> |
|---------------------------------------|-----------------------|
| Low- Insituform Technologies USA, LLC | \$326,758.40          |
| #2 - Hydro-Klean, LLC                 | \$343,114.95          |
| #3 - Michel's Pipe Services           | \$375,844.00          |
| # 4 - Veit & Company, Inc.            | \$382,985.00          |
| #5 - Visu-Sewer, Inc.                 | \$415,300.00          |
| #6 - Lametti & Sons, Inc.             | \$434,620.00          |
| #7 - SAK Construction LLC             | \$491,400.00          |

Mr. Gravel reported low bidder on the Project is Insituform Technologies USA, LLC with a Total Base Bid Amount of \$326,758.40. He noted that this compares to the Engineer's Opinion of Probable Costs of \$300,000. He noted that the bids have been reviewed and found to be in order.

MOTION MADE BY COUNCILMEMBER DELFS TO AWARD THE 2018 SANITARY SEWER LINING PROJECT TO INSITUFORM TECHNOLOGIES USA, LLC IN THE AMOUNT OF \$326,758.40. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

E. Appoint Temporary Election Position

Administrator Buchholtz reported that with recent changes to election laws relating to absentee balloting, staff is need of a temporary employee to assist with processing absentee ballot applications. He stated that the new direct ballot absentee process has become very popular with residents. He stated that the popularity of the absentee voting it has taxed staff the month before election, limiting their ability to do other aspects of their job.

Administrator Buchholtz reported that staff recommends hiring Alice Prokott as a temporary elections employee. He stated that she is a long time election judge and a former staff person. He stated that her knowledge of election procedures and her customer service skills make her an excellent choice to assist the City with the absentee balloting process.

Administrator Buchholtz reported that Alice would begin part-time starting on October 8 through October 19, 2018. He noted that she would then transition to full time from October 22 through November 5, 2018. In addition to her absentee ballot duties, she would assist staff with preparations of the 2018 General Election. He stated that her salary would be \$12.00/hour, with no benefits. He stated that the temporary position was

discussed during the 2018 budget process and funds were included in the budget for the position.

MOTION MADE BY ACTING MAYOR NELSON TO APPROVE ALICE PROKOTT TO THE TEMPORARY ELECTION POSITION. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

F. Part-time Code Enforcement Inspector Employment

Building Official Brainard reported that interviews were conducted on April 24, 2018, for the part-time Code Enforcement Inspector position. He stated that a contingent offer of employment was made to Mr. John Caldwell with an hourly rate of \$24.00; pending a criminal background check and Council approval to commence work starting on Tuesday, May 8, 2018.

Mr. Brainard reported that the Code Enforcement budget expenditure for the part-time Code Enforcement Inspection has allocated \$14,560.00 for 2018.

Councilmember Delfs inquired if there is a set end date for employment. Mr. Brainard stated that the position will be for as long as the funds allow.

Councilmember Goodboe-Bisschoff inquired if Mr. Brainard would come before Council to ask for more funds when the current funds are exhausted. Mr. Brainard answered affirmatively.

MOTION MADE BY COUNCILMEMBER WENDLING TO APPROVE JOHN CALDWELL AS PART TIME CODE ENFORCEMENT INSPECTOR POSITION. ROLL CALL VOTE: ALL AYES. MOTION

G. Landlord's Consent to Assignment – 8466 Central Avenue NE

Administrator Buchholtz reported that the City received a Landlords Consent to Assignment Agreement from Village Bank for the property at 8466 Central Avenue NE. He stated that the new tenants of the Sunset Grill requested changes to the collateral language of the agreement to include kitchen equipment as all new equipment has been purchased by the new tenants and language changes to the re-assignment rights should a change as such be necessary before the end of the lease.

Attorney Thames stated that he had reviewed the agreement and submitted changes on behalf of the City with Village Bank on the changes to the agreement. He stated he was comfortable with the new changes.

MOTION MADE BY COUNCILMEMBER DELFS TO APPROVE LANDLORD'S CONSENT TO ASSIGNMENT FOR 8466 CENTRAL AVENUE NE. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

H. Past Due Rental Settlement Agreement – 374 and 375 83<sup>rd</sup> Avenue NE

Administrator Buchholtz reported that the City has a property owner, 6936 Baird LLC; failed to renew a rental-housing license this year for two properties that they own – 374 83<sup>rd</sup> Avenue and 375 83<sup>rd</sup> Avenue NE.

Administrator Buchholtz stated that according to Section 150.079 of the City Code, failing to renew a rental-housing license for an active rental property results in a delinquent penalty of 5% of the license fee for each day of operation without a valid license. He stated that the property owner obtained their rental-housing license on May 2, 2018. He stated the resulting delinquency fee is \$2,873.75 per building.

Administrator Buchholtz stated that the property owner requested a waiver of the delinquency fee. He stated that, after consulting with the City Attorney, the City proposed reducing the delinquency fee to \$500.00 per building, with the remaining (\$2,373.75/building) stayed. He stated that if there are no same/similar violation of the Housing Maintenance and Occupancy Code through December 21, 2020, the stayed fine will be waived permanently. He explained that if the property owner is late with their rental registration fee between now and December 31, 2020, the \$2,373.75/building will be levied as a special assessment against each building and the property owner waived their right to appeal the assessment.

Administrator Buchholtz reported that the goal of the administrative offense tickets and penalties is compliance, not generating revenue for the City. He stated the settlement agreement ensures compliance, not just for this year but also into the future.

Councilmember Goodboe-Bisschoff inquired if new owner acquired the building and if they were not aware that the rental license was not renewed. Building Official Brainard stated that new owners had taken over the property and they did not respond to the numerous letters that have been sent to them.

Councilmember Goodboe-Bisschoff inquired on the condition of the buildings. Mr. Brainard stated that they are deteriorating and he has talked with the owners regarding the expectations of the upkeep of buildings.

Acting Mayor Nelson stated that he has many concerns with the building and stated that the fines can be assessed the property if the owners do not honor the agreement.

Mr. Brainard stated that the property owners have received a letter from him stating the corrections needed and they are aware that the buildings need to be brought into compliance. Administrator Buchholtz stated that the buildings will be watched and the City can issue code violation citations.

Councilmember Goodboe-Bisschoff inquired as to how many apartments are in each building and is concerned with the reduction in the citation fee from \$2,000.00 to \$500.00. Mr. Brainard reported that there are two buildings with 22 apartments.

Councilmember Delfs stated that the reduction is sending a message to the property owners and it is a one-time break that they are receiving. He added that code violation citations can still be issued.

Acting Mayor Nelson stated that the one-time break does not remove the total amount owed as the total amount could be assessed in the future if there is a failure to renew the rental license again.

MOTION MADE BY ACTING MAYOR NELSON TO APPROVE PAST DUE RENTAL SETTLEMENT AGREEMENT FOR 374 83<sup>RD</sup> AVENUE NE AND 375 83<sup>RD</sup> AVENUE NE. ROLL CALL VOTE: COUNCILMEMBERS WENDLING, DELFS AND ACTING MAYOR NELSON – AYES; COUNCILMEMBER GOODBOE-BISSCHOFF- NAY. MOTION CARRIED.

#### 11. Engineer's Report

Engineer Gravel reported that the annual report and annual public meeting for the MS4 Permit will be completed in June. He stated that the detailed storm water modeling for the Surface Water Management Plan has been completed. He reported that a summary report will be presented later this summer.

Mr. Gravel reported that staff is working on the idea of possible construction of a small parking lot on the city owned lot on Buchanan Street south of 81<sup>st</sup> Avenue. He stated that a field survey has been completed and a



plan will be prepared. He reported that once a final cost estimate has been prepared the Administrator will discuss possible arrangements with the commercial property on Buchanan Street.

#### 12. Attorney's Report

Attorney Thames reported that he has been working on a new cellular tower lease. He stated the lease is moving forward and will be ready for the Council to review at a future meeting.

#### 13. Reports

##### A. Beyond the Yellow Ribbon Report

Acting Mayor Nelson reported that the "Hotrods for Hero's" event will take place on Saturday, May 19, 2018 at Lakeside Park. He stated that there will be a car show, games, military personnel and food available with proceeds benefiting the Beyond the Yellow Ribbon families. He reported that the pork chop dinner will not be held in May due to the Memorial Day holiday.

#### 14. Other

##### A. Administrator Reports

Administrator Buchholtz reported that the community billboard will be reinstalled on May 11, 2018. He stated that the billboard was rebuilt from the existing liquor store billboard.

#### 15. Adjourn

MOTION BY COUNCILMEMBER WENDLING TO ADJOURN. VOICE VOTE: ALL AYES. MOTION CARRIED.

The meeting was adjourned at 8:35 P.M.

Attest:

---

Robert Nelson, Acting Mayor

---

Daniel R. Buchholtz, Administrator, Clerk/Treasurer



CITY OF SPRING LAKE PARK  
CLAIMS LIST APPROVED AND PAID  
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| <u>VOUCHER</u> | <u>VENDOR</u>                | <u>DESCRIPTION</u>           | <u>AMOUNT</u> |
|----------------|------------------------------|------------------------------|---------------|
| 64180          | CADY BUSINESS TECHNOLOGIES   | PHONE SYSTEM                 | 1,990.00      |
| 64181          | CARSON, CLELLAND & SCHREDER  | LEGAL FEES                   | 10,376.94     |
| 64182          | CITY OF ST PAUL              | PDI TRAINING                 | 158.00        |
| 64183          | COASTAL HERITAGE SOCIETY     | EXTENDED TOUR DEPOSIT        | 50.00         |
| 64184          | CONNEXUS ENERGY              | MONTHLY UTILITIES            | 364.10        |
| 64185          | COTTENS INC                  | PARTS                        | 60.43         |
| 64186          | DAVE PERKINS CONTRACTING INC | SERVICES                     | 4,851.00      |
| 64187          | ECM PUBLISHERS, INC.         | PUBLISHING                   | 161.26        |
| 64188          | KAREN FISKE                  | REIMBURSEMENT                | 63.84         |
| 64189          | GARY KING                    | INSTRUCTOR FEE               | 580.00        |
| 64190          | LEE'S HEATING & AIR          | SERVICES                     | 8,000.00      |
| 64191          | LIME TREE CIRCUS LLC         | DEPOSIT TOWER DAYS           | 50.00         |
| 64192          | MANSFIELD OIL COMPANY        | FUEL                         | 1,753.08      |
| 64193          | MINNESOTA PETROLEUM SERVICES | PARTS                        | 588.38        |
| 64194          | NARDINI FIRE EQUIPMENT       | ANNUAL INSPECTION            | 451.65        |
| 64195          | NORTH COUNTRY FORD           | AUTO SERVICES                | 646.73        |
| 64196          | ORGANIX SOLUTIONS            | SUPPLIES                     | 395.00        |
| 64197          | TERRY RANDALL                | UNIFORM ALLOWANCE            | 121.96        |
| 64198          | SPRING LAKE PARK LIONS       | EASTER EGG HUNT PRIZES       | 280.62        |
| 64199          | STREICHER'S                  | SUPPLIES                     | 147.96        |
| 64200          | TANYA REIMANN                | REFUND RECREATION            | 75.00         |
| 64201          | TASC                         | ADMIN FEE                    | 30.08         |
| 64202          | KENNETH A. TOLZMANN, SAMA    | ASSESSMENT SERVICES          | 8,604.00      |
| 64203          | TRI STATE BOBCAT INC         | PARTS                        | 231.54        |
| 64204          | TWIN CITIES BMEU WEST        | POSTAGE RECREATION           | 2,099.65      |
| 64205          | VANTIV INTEGRATED PAYMENT    | CARD READER RECREATION       | 265.00        |
| 64206          | VINCE SMITH                  | REFUND RECREATION            | 80.00         |
| 64207          | XCEL ENERGY                  | MONTHLY UTILITIES            | 11,858.16     |
| 64208          | ZULEY AWARDS                 | SOFTBALL SUPPLIES RECREATION | 2,168.00      |
| 64209          | AFLAC                        | PAYROLL                      | 22.17         |
| 64210          | CENTRAL PENSION FUND         | PAYROLL                      | 520.08        |
| 64211          | DEARBORN NATIONAL            | PAYROLL                      | 450.21        |
| 64212          | DELTA DENTAL                 | PAYROLL                      | 1,538.64      |

CITY OF SPRING LAKE PARK  
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| <u>VOUCHER</u> | <u>VENDOR</u>               | <u>DESCRIPTION</u>         | <u>AMOUNT</u> |
|----------------|-----------------------------|----------------------------|---------------|
| 64213          | FIDELITY SECURITY LIFE      | PAYROLL                    | 31.35         |
| 64214          | HEALTH PARTNERS             | PAYROLL                    | 11,944.84     |
| 64215          | L.E.L.S.                    | PAYROLL                    | 245.00        |
| 64216          | LOCAL 49                    | PAYROLL                    | 103.50        |
| 64217          | NCPERS MINNESOTA-7750811    | PAYROLL                    | 72.00         |
| 64218          | AMERICAN MESSAGING          | MONTHLY SERVICES           | 3.60          |
| 64219          | ANOKA COUNTY                | 1ST HALF PROPERTY TAXES    | 10,746.80     |
| 64220          | ANOKA COUNTY                | 1ST HALF PROPERTY TAXES    | 272.58        |
| 64221          | ANOKA COUNTY                | 1ST HALF PROPERTY TAXES    | 21.29         |
| 64222          | ANOKA COUNTY                | 1ST HALF PROPERTY TAXES    | 21.29         |
| 64223          | ANOKA COUNTY                | 1ST HALF PROPERTY TAXES    | 21.29         |
| 64224          | ANOKA COUNTY                | 1ST HALF PROPERTY TAXES    | 69.14         |
| 64225          | ASPEN MILLS                 | UNIFORM ALLOWANCE          | 49.84         |
| 64226          | AT & T MOBILITY             | MONTHLY SERVICES           | 1,018.98      |
| 64227          | BUREAU OF CRIM APPREHENSION | DATA SERVICES              | 390.00        |
| 64228          | CARSON, CLELLAND & SCHREDER | LEGAL FEES                 | 9,445.24      |
| 64229          | CINTAS                      | MATS                       | 81.88         |
| 64230          | COMPUTER INTERGRATION TECHN | MONTHLY SERVICES           | 2,000.00      |
| 64231          | COON RAPIDS CHRYSLER        | AUTO SERVICES              | 92.65         |
| 64232          | CORE & MAIN LP              | METER 1000 GAL             | 1,325.93      |
| 64233          | COTTENS INC                 | PARTS                      | 37.28         |
| 64234          | DARY & MARY LYMER           | REFUND RECREATION          | 200.00        |
| 64235          | JENNY GOODEN                | REIMBURSEMENT              | 92.28         |
| 64236          | GOPHER STATE ONE-CALL INC   | LOCATES                    | 23.85         |
| 64237          | GREENHAVEN PRINTING         | SPRING RECYCLING MAILER    | 1,740.79      |
| 64238          | INSTRUMENTAL RESEARCH INC   | WATER TESTING              | 72.00         |
| 64239          | JARAH MITCHELL              | REFUND RECREATION          | 40.00         |
| 64240          | JON HOKANSON                | OVERPAYMENT FINAL WTR BILL | 23.52         |
| 64241          | RICHARD KRAMER              | REIMBURSEMENT              | 52.32         |
| 64242          | KURTIS VIGLIATURO           | OVERPAYMENT FINAL WTR BILL | 6.99          |
| 64243          | LEAH WESTER                 | OVERPAYMENT FINAL WTR BILL | 4.27          |
| 64244          | LYNDA BRANDT                | REFUND RECREATION          | 40.00         |
| 64245          | MANSFIELD OIL COMPANY       | FUEL                       | 1,649.86      |

CITY OF SPRING LAKE PARK  
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| <u>VOUCHER</u> | <u>VENDOR</u>                       | <u>DESCRIPTION</u>                 | <u>AMOUNT</u> |
|----------------|-------------------------------------|------------------------------------|---------------|
| 64246          | McCROMETER                          | METER HEAD INDICATOR               | 2,431.75      |
| 64247          | METROPOLITAN COUNCIL                | WASTEWATER SERVICES                | 46,213.07     |
| 64248          | CITY OF MINNEAPOLIS                 | APS TRANSACTIONS                   | 179.10        |
| 64249          | MUNICIPAL PAVING PLANT              | ASPHALT                            | 523.28        |
| 64250          | OFFICE DEPOT                        | OFFICE SUPPLIES                    | 239.01        |
| 64251          | OFFICE OF MN.IT SERVICES            | MONTHLY FIBER OPTICS               | 46.40         |
| 64252          | PLUNKETT'S INC                      | PEST CONTROL                       | 90.00         |
| 64253          | RICH DELANEY                        | REFUND RECREATION                  | 75.00         |
| 64254          | RUFFIN VEAL                         | REFUND RECREATION                  | 40.00         |
| 64255          | SARAH M. KIMBALL                    | SERVICES                           | 304.00        |
| 64256          | SLP FIRE DEPARTMENT                 | FIRE PROTECTION                    | 18,834.00     |
| 64257          | STACEY LINDAHL                      | VOIDED IN MAY WRONG VENDOR         | 37.35         |
| 64258          | STANTEC                             | ENGINEERING FEES                   | 26,223.24     |
| 64259          | THE HOME DEPOT CREDIT SERVICES      | MONTHLY CREDIT CARD                | 160.53        |
| 64260          | U.S.T.I.                            | E-BILLING                          | 26.32         |
| 64261          | WASTE MANAGEMENT OF WI-MN           | MONTHLY SERVICES                   | 7,146.74      |
| 64262          | AFLAC                               | PAYROLL                            | 22.17         |
| 64263          | CENTRAL PENSION FUND                | PAYROLL                            | 520.08        |
| 64264          | DEARBORN NATIONAL                   | PAYROLL                            | 450.21        |
| 64265          | DELTA DENTAL                        | PAYROLL                            | 1,538.64      |
| 64266          | FIDELITY SECURITY LIFE              | PAYROLL                            | 31.35         |
| 64267          | HEALTH PARTNERS                     | PAYROLL                            | 11,944.84     |
| 64268          | L.E.L.S.                            | PAYROLL                            | 245.00        |
| 64269          | LOCAL 49                            | PAYROLL                            | 103.50        |
| 64270          | NCPERS MINNESOTA-7750811            | PAYROLL                            | 72.00         |
| 64271          | PEGGY ANDERSON                      | REIMBURSEMENT                      | 1,050.11      |
| 64272          | ANOKA COUNTY                        | 1ST QTR CJDN                       | 450.00        |
| 64273          | ANOKA COUNTY TREASURY               | CONTRACTUAL SERVICE LINE           | 1,688.89      |
| 64274          | ASPEN MILLS                         | UNIFORM ALLOWANCE                  | 670.88        |
| 64275          | GLENN BAUER                         | REIMBURSEMENT                      | 44.22         |
| 64276          | CITY OF BLAINE                      | BLAINE WTR SERVICES SLP PROPERTIES | 495.31        |
| 64277          | BOYER TRUCKS PARTS DISTRIBUTION CEN | PARTS                              | 155.65        |
| 64278          | CINTAS                              | MATS                               | 81.88         |

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| <u>VOUCHER</u> | <u>VENDOR</u>                         | <u>DESCRIPTION</u>                 | <u>AMOUNT</u> |
|----------------|---------------------------------------|------------------------------------|---------------|
| 64279          | COMM-WORKS, LLC                       | PARK CAMERA                        | 125.00        |
| 64280          | COMPUTER INTERGRATION TECHNOLOG       | MONTHLY SERVICES                   | 2,000.00      |
| 64281          | COTTENS INC                           | PARTS                              | 243.01        |
| 64282          | DODGE OF BURNSVILLE                   | AUTO SERVICES                      | 1,324.35      |
| 64283          | FINANCE AND COMMERCE                  | PUBLISHING                         | 79.85         |
| 64284          | FLEETPRIDE                            | PARTS                              | 52.15         |
| 64285          | GREG ERICSON                          | REFUND FINAL WATER BILL            | 117.20        |
| 64286          | HOUSE OF PRINT                        | PUBLISHING-REC CATALOG             | 3,237.49      |
| 64287          | HP BORR 2018-MS OPERATING             | OVERPAYMENT FINAL WTR BILL         | 120.00        |
| 64288          | HRA MN OPER(HPA MN)                   | OVERPAYMENT RENTAL HOUSING LICENSE | 120.00        |
| 64289          | JEANNE RAFFESBERGER                   | REFUND RECREATION                  | 40.00         |
| 64290          | JENNA BARNETT                         | REFUND RECREATION                  | 75.00         |
| 64291          | JENNIFER AND JEREMIAH BORMES          | REFUND FINAL WATER BILL            | 190.59        |
| 64292          | JOANNE YATES                          | REFUND RECREATION                  | 29.00         |
| 64293          | JOE GRAYBILL                          | OVERPAYMENT FINAL WTR BILL         | 151.89        |
| 64294          | JOE PREESE                            | REFUND RECREATION                  | 57.00         |
| 64295          | KARINA SARTORIO                       | REFUND RECREATION                  | 40.00         |
| 64296          | KATHY PEACOCK                         | REFUND RECREATION                  | 100.00        |
| 64297          | LEAGUE OF MN CITIES INS TRUST         | DEDUCTABLE                         | 1,631.53      |
| 64298          | MICHAEL LEDMAN                        | INSTRUCTOR FEE                     | 384.00        |
| 64299          | LEE'S HEATING & AIR                   | SERVICES                           | 1,400.00      |
| 64300          | MARK LAMBERT                          | CONTRUCTION BILL                   | 300.00        |
| 64301          | MERANDA WACEK                         | REFUND RECREATION                  | 75.00         |
| 64302          | MHSRC/RANGE                           | CONFERENCE/SCHOOLS                 | 1,050.00      |
| 64303          | MINNEAPOLIS SAW                       | RAKE W/O MOUNT                     | 555.00        |
| 64304          | MINNESOTA SAFETY COUNCIL              | INSTRUCTOR FEE                     | 558.00        |
| 64305          | NINA BOSAT                            | REFUND RECREATION                  | 85.00         |
| 64306          | NORTHLAND TRUST SERVICES, INC.        | CERTIFICATE OF INDEBTEDNESS        | 37,744.52     |
| 64307          | KAY OKEY                              | REIMBURSEMENT                      | 348.10        |
| 64308          | PATRICIA BERG                         | OVERPAYMENT FINAL WTR BILL         | 78.41         |
| 64309          | PERFECT 10 CAR WASH                   | AUTO SERVICES                      | 55.93         |
| 64310          | CITY OF SPRING LAKE PARK - PETTY CASH | RECREATION PETTY CASH              | 378.47        |
| 64311          | PYP INVESTMENTS INC                   | OVERPAYMENT FINAL WTR BILL         | 124.56        |

CITY OF SPRING LAKE PARK  
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| <u>VOUCHER</u> | <u>VENDOR</u>           | <u>DESCRIPTION</u>           | <u>AMOUNT</u>     |
|----------------|-------------------------|------------------------------|-------------------|
| 64312          | RICHFIELD BUS CO        | BUS SERVICES                 | 671.71            |
| 64313          | SHERWIN WILLIAMS        | SUPPLIES                     | 109.20            |
| 64314          | STACY LINDAHL           | REFUND RECREATION            | 20.00             |
| 64315          | TAHO SPORTSWEAR         | SOFTBALL SUPPLIES RECREATION | 2,056.13          |
| 64316          | WELLS FARGO CREDIT CARD | MONTHLY CREDIT CARD          | 91.18             |
| 64317          | XCEL ENERGY             | MONTHLY UTILITIES            | 10,652.84         |
| 64318          | ZULEY AWARDS            | SOFTBALL SUPPLIES RECREATION | 170.00            |
|                |                         | <b>TOTAL DISBURSEMENTS</b>   | <b>289,750.47</b> |

WHEREAS,  
the City Council of the City of Spring Lake Park has considered the foregoing itemized list of disbursements; and

WHEREAS,  
the City Council has determined that all disbursements, as listed, with the following exceptions:  
\_\_\_\_\_  
\_\_\_\_\_  
are proper.

NOW, THEREFORE BE IT RESOLVED:  
that the City Council directs and approves the payment of the aforementioned disbursements  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed: \_\_\_\_\_  
Mayor

Councilmembers:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Daniel Buchholtz, Admin/Clerk-Treasurer



CITY OF SPRING LAKE PARK  
CLAIMS APPROVED AND PAID

DATE: APRIL 2018  
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FUND: LIQUOR OPERATIONS

| <u>VOUCHER</u> | <u>VENDOR</u>            | <u>EXPLANATION</u>         | <u>AMOUNT</u>       |
|----------------|--------------------------|----------------------------|---------------------|
| 30543          | CENTER POINT ENERGY      | GAS SERVICE                | \$ 136.70           |
| 30544          | CITY OF SPRING LAKE PARK | REIMBURSEMENT              | \$ 382.99           |
| 30545          | CITY OF SPRING LAKE PARK | WATER/SEWER PAYMENT        | \$ 104.15           |
| 30546          | DAHLHEIMER BEVERAGE LLC  | BEER PURCHASE              | \$ 286.85           |
| 30547          | DEARBORN NATIONAL        | PAYROLL 4/1/18-4/14/18     | \$ 46.25            |
| 30548          | DELTA DENTAL             | PAYROLL 4/1/18-4/14/18     | \$ 130.86           |
| 30549          | FIDELITY SECURITY LIFE   | PAYROLL 4/1/18-4/14/18     | \$ 3.29             |
| 30550          | HEALTH PARTNERS          | PAYROLL 4/1/18-4/14/18     | \$ 587.62           |
| 30551          | JJ TAYLOR COMPANIES      | BEER PURCHASE              | \$ 207.75           |
| 30552          | PLAYNETWORK              | MEDIA SERVICES             | \$ 32.01            |
| 30553          | POPP.COM                 | TELEPHONE SERVICE          | \$ 197.10           |
| 30554          | SILENT WATCHDOG          | DVR RENTAL                 | \$ 60.00            |
| 30555          | CITY OF SPRING LAKE PARK | REIMBURSEMENT              | \$ 52.78            |
| 30556          | DEARBORN NATIONAL        | PAYROLL 4/15/18-4/28/18    | \$ 46.25            |
| 30557          | DELTA DENTAL             | PAYROLL 4/15/18-4/28/18    | \$ 130.86           |
| 30558          | FIDELITY SECURITY LIFE   | PAYROLL 4/15/18-4/28/18    | \$ 3.29             |
| 30559          | HEALTH PARTNERS          | PAYROLL 4/15/18-4/28/18    | \$ 587.62           |
| 30560          | XCEL ENERGY              | ELECTRICITY BILL           | \$ 1,522.12         |
|                |                          | E-CHECKS                   | \$ 5,524.81         |
|                |                          | PAYROLL (4/13/18)          | 6,992.60            |
|                |                          | PAYROLL (4/27/18)          | 5,505.99            |
|                |                          | SALES TAX (Mar)            | 11,271.00           |
|                |                          | <b>TOTAL DISBURSEMENTS</b> | <b>\$ 33,812.89</b> |

DATE: APRIL 2018  
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WHEREAS,

the City Council of the City of Spring Lake Park has considered the foregoing itemized list of disbursements; and

WHEREAS,

the City Council has determined that all disbursements, as listed, with the following exceptions:

\_\_\_\_\_  
\_\_\_\_\_  
are proper.

NOW, THEREFORE BE IT RESOLVED:

that the Council directs and approves the payment of the aforementioned disbursements this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signed: \_\_\_\_\_  
Mayor

Councilmembers:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_


ATTEST:

\_\_\_\_\_  
Daniel Buchholtz, Administrator/Clerk-Treasurer

MEMORANDUM

DATE: Tuesday, May 15, 2018

TO: Mayor, City Council and Department Heads

FROM: Peggy Anderson, Accountant 

RE: Budget to Date (as of 4/30/18)

Attached is the April, 2018 Budget to Date for revenue and expenditures. A strict adherence to the year-to-date ratio would have each expenditure line item with **66.68% remaining**. The overall General Fund ratio is **67.46%**.

**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**

Revised Budget  
 For GENERAL FUND (101)  
 For the Fiscal Period 2018-4 Ending April 30, 2018

| Account Number  |                            | Current<br>Budget | Current<br>Actual | Annual<br>Budget | YTD<br>Actual | Remaining<br>Budget % |
|-----------------|----------------------------|-------------------|-------------------|------------------|---------------|-----------------------|
| <b>Revenues</b> |                            |                   |                   |                  |               |                       |
| <b>Revenues</b> |                            |                   |                   |                  |               |                       |
| 101.00000.31010 | CURRENT TAXES              | \$ 0.00           | \$ 0.00           | \$ 2,999,913.00  | \$ 0.00       | 100.00%               |
| 101.00000.31020 | DELINQ TAXES               | 0.00              | 0.00              | 0.00             | 1,923.22      | 0.00%                 |
| 101.00000.32110 | LIQUOR LICENSES            | 0.00              | 1,750.00          | 29,800.00        | 1,685.12      | 94.35%                |
| 101.00000.32179 | PAWN SHOP LICENSES         | 0.00              | 521.00            | 6,352.00         | 1,563.00      | 75.39%                |
| 101.00000.32180 | CIGARETTE,DANCE,BINGO,MIS  | 0.00              | 0.00              | 6,000.00         | 300.00        | 95.00%                |
| 101.00000.32181 | SIGN PERMITS               | 0.00              | 216.00            | 5,000.00         | 3,716.00      | 25.68%                |
| 101.00000.32208 | CONTRACTORS LICENSES       | 0.00              | 975.00            | 7,500.00         | 4,900.00      | 34.67%                |
| 101.00000.32210 | BUILDING PERMIT            | 0.00              | 3,055.16          | 78,000.00        | 69,536.63     | 10.85%                |
| 101.00000.32211 | BUILDING PERMIT SURCHARG   | 0.00              | 86.32             | 3,000.00         | 3,321.87      | (10.73%)              |
| 101.00000.32215 | DEMOLITION PERMIT          | 0.00              | 0.00              | 0.00             | 200.00        | 0.00%                 |
| 101.00000.32230 | PLUMBING PERMIT            | 0.00              | 323.00            | 4,300.00         | 1,271.00      | 70.44%                |
| 101.00000.32231 | PLUMBING PERMIT SURCHAR    | 0.00              | 5.00              | 300.00           | 21.00         | 93.00%                |
| 101.00000.32232 | HEATING & A/C PERMITS      | 0.00              | 130.00            | 8,780.00         | 13,631.14     | (55.25%)              |
| 101.00000.32233 | HTG & A/C SURCHARGES       | 0.00              | 3.25              | 400.00           | 333.50        | 16.63%                |
| 101.00000.32240 | PET LICENSE                | 0.00              | 108.00            | 400.00           | 156.00        | 61.00%                |
| 101.00000.32260 | CERTIFICATE OF OCCUPANCY   | 0.00              | 0.00              | 3,000.00         | 700.00        | 76.67%                |
| 101.00000.32261 | VACANT PROPERTY REGISTR    | 0.00              | 200.00            | 5,200.00         | 1,400.00      | 73.08%                |
| 101.00000.33401 | LOCAL GOVERNMENT AID       | 0.00              | 0.00              | 393,159.00       | 0.00          | 100.00%               |
| 101.00000.33404 | PERA INCREASE AID          | 0.00              | 0.00              | 5,775.00         | 0.00          | 100.00%               |
| 101.00000.33416 | POLICE TRAINING REIMB      | 0.00              | 0.00              | 3,200.00         | 0.00          | 100.00%               |
| 101.00000.33421 | INSURANCE PREMIUM-POLICE   | 0.00              | 0.00              | 90,000.00        | 0.00          | 100.00%               |
| 101.00000.34102 | ZONING LETTERS             | 0.00              | 0.00              | 0.00             | 300.00        | 0.00%                 |
| 101.00000.34103 | SPEC USE,ZONING,SUB-DIV    | 0.00              | 45.00             | 3,200.00         | 1,390.00      | 56.56%                |
| 101.00000.34104 | PLAN REVIEW FEES           | 0.00              | 970.33            | 20,000.00        | 41,163.23     | (105.82%)             |
| 101.00000.34105 | SALE OF MAPS,COPIES ETC    | 0.00              | 0.00              | 300.00           | 134.50        | 55.17%                |
| 101.00000.34107 | ASSESSMENT SEARCHES        | 0.00              | 0.00              | 100.00           | 0.00          | 100.00%               |
| 101.00000.34108 | ADMINISTRATION SAC CHARG   | 0.00              | 0.00              | 70.00            | 0.00          | 100.00%               |
| 101.00000.34109 | FILING FEES                | 0.00              | 0.00              | 60.00            | 0.00          | 100.00%               |
| 101.00000.34111 | ADM. GAMBLING EXPENSES     | 0.00              | 0.00              | 34,033.00        | 0.00          | 100.00%               |
| 101.00000.34115 | GUN RANGE FACILITY USE     | 0.00              | 160.00            | 375.00           | 340.00        | 9.33%                 |
| 101.00000.34117 | ROOM-FACILITY RENTAL       | 0.00              | 0.00              | 50.00            | 850.00        | (1600.00%)            |
| 101.00000.34201 | POLICE & FIRE ALARM PERMIT | 0.00              | 0.00              | 1,250.00         | 0.00          | 100.00%               |
| 101.00000.34204 | RENTAL HOUSING REGISTRATI  | 0.00              | 1,620.00          | 52,770.00        | 17,104.64     | 67.59%                |
| 101.00000.34205 | RIGHT OF WAY APPLICATIONS  | 0.00              | 0.00              | 1,500.00         | 1,046.20      | 30.25%                |
| 101.00000.34801 | INSURANCE DIVIDENDS        | 0.00              | 0.00              | 10,000.00        | 0.00          | 100.00%               |
| 101.00000.34950 | REFUNDS & REIMB            | 0.00              | 0.00              | 4,000.00         | 119.00        | 97.03%                |
| 101.00000.35101 | COURT FINES                | 0.00              | 3,041.57          | 65,000.00        | 9,697.60      | 85.08%                |
| 101.00000.35102 | ADM OFFENSE FINES          | 0.00              | 175.00            | 3,500.00         | 1,455.00      | 58.43%                |
| 101.00000.35349 | MN DRIVING DIVERSION PROG  | 0.00              | 100.00            | 500.00           | 400.00        | 20.00%                |
| 101.00000.35350 | DETOX TRANSPORTATION       | 0.00              | 0.00              | 200.00           | 0.00          | 100.00%               |
| 101.00000.36210 | INTEREST EARNINGS          | 0.00              | 353.01            | 20,000.00        | 1,037.24      | 94.81%                |
| 101.00000.36901 | LIAISON OFFICER            | 0.00              | 38,703.00         | 77,406.00        | 38,703.00     | 50.00%                |
| 101.00000.39100 | CPWL REIM FOR SERVICES     | 0.00              | 0.00              | 4,000.00         | 0.00          | 100.00%               |
| 101.00000.39202 | TRANSFER FROM PUBLIC UTILI | 0.00              | 0.00              | 47,740.00        | 0.00          | 100.00%               |
| 101.00000.39203 | CONTRIBUTION FROM LIQUOR   | 0.00              | 0.00              | 75,000.00        | 0.00          | 100.00%               |
| 101.00000.39206 | TRANSFER FROM RECYCLING    | 0.00              | 0.00              | 2,500.00         | 0.00          | 100.00%               |

**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
*For GENERAL FUND (101)*  
*For the Fiscal Period 2018-4 Ending April 30, 2018*

| Account Number                          | Current<br>Budget | Current<br>Actual   | Annual<br>Budget       | YTD<br>Actual        | Remaining<br>Budget % |
|---|-------------------|---------------------|------------------------|----------------------|-----------------------|
| 101.00000.39207 TRANSFER FROM RECREATIO | 0.00              | 0.00                | 60,000.00              | 0.00                 | 100.00%               |
| <b>Total Revenues</b>                   | <b>0.00</b>       | <b>52,540.64</b>    | <b>4,133,633.00</b>    | <b>218,398.89</b>    | <b>94.72%</b>         |
| <b>Total GENERAL FUND Revenues</b>      | <b>\$ 0.00</b>    | <b>\$ 52,540.64</b> | <b>\$ 4,133,633.00</b> | <b>\$ 218,398.89</b> | <b>94.72%</b>         |

**Expenditures****MAYOR AND COUNCIL Expenditures**

|   |             |                 |                  |                  |               |
|---|-------------|-----------------|------------------|------------------|---------------|
| 101.41110.01030 PART TIME EMPLOYEES         | \$ 0.00     | \$ 2,607.88     | \$ 31,296.00     | \$ 10,431.52     | 66.67%        |
| 101.41110.01211 DEFINED CONTR PLAN/PERA     | 0.00        | 105.57          | 1,685.00         | 422.28           | 74.94%        |
| 101.41110.01220 FICA/MC CONTRIBUTIONS-EMP   | 0.00        | 199.50          | 2,395.00         | 798.00           | 66.68%        |
| 101.41110.01510 WORKERS COMPENSATION        | 0.00        | 0.00            | 50.00            | 59.00            | (18.00%)      |
| 101.41110.02100 OPERATING SUPPLIES          | 0.00        | 0.00            | 511.00           | 0.00             | 100.00%       |
| 101.41110.03310 TRAVEL EXPENSE              | 0.00        | 0.00            | 320.00           | 0.00             | 100.00%       |
| 101.41110.03500 PRINTING & PUBLISHING       | 0.00        | 0.00            | 1,800.00         | 166.63           | 90.74%        |
| 101.41110.04300 CONFERENCE & SCHOOLS        | 0.00        | 0.00            | 2,805.00         | 2,899.25         | (3.36%)       |
| 101.41110.04330 DUES & SUBSCRIPTIONS        | 0.00        | 0.00            | 12,757.00        | 2,869.00         | 77.51%        |
| 101.41110.04955 DISCRETIONARY               | 0.00        | 0.00            | 3,800.00         | 88.39            | 97.67%        |
| <b>Total MAYOR AND COUNCIL Expenditures</b> | <b>0.00</b> | <b>2,912.95</b> | <b>57,419.00</b> | <b>17,734.07</b> | <b>69.11%</b> |

**ADMINISTRATION Expenditures**

|   |             |                  |                   |                   |               |
|---|-------------|------------------|-------------------|-------------------|---------------|
| 101.41400.01010 FULL TIME EMPLOYEES       | 0.00        | 23,856.24        | 298,395.00        | 107,081.62        | 64.11%        |
| 101.41400.01050 VACATION BUY BACK         | 0.00        | 0.00             | 6,000.00          | 0.00              | 100.00%       |
| 101.41400.01210 PERA CONTRIBUTIONS-EMPLO  | 0.00        | 1,782.26         | 22,380.00         | 7,999.83          | 64.25%        |
| 101.41400.01220 FICA/MC CONTRIBUTIONS-EMP | 0.00        | 1,783.56         | 23,286.00         | 8,017.50          | 65.57%        |
| 101.41400.01300 HEALTH INSURANCE          | 0.00        | 4,234.70         | 48,520.00         | 16,938.80         | 65.09%        |
| 101.41400.01313 PRUDENTIAL LIFE INSURANCE | 0.00        | 19.02            | 230.00            | 91.08             | 60.40%        |
| 101.41400.01510 WORKERS COMPENSATION      | 0.00        | 0.00             | 2,500.00          | 1,294.86          | 48.21%        |
| 101.41400.02000 OFFICE SUPPLIES           | 0.00        | 128.55           | 3,848.00          | 894.68            | 76.75%        |
| 101.41400.02030 PRINTED FORMS             | 0.00        | 0.00             | 1,794.00          | 106.67            | 94.05%        |
| 101.41400.02100 OPERATING SUPPLIES        | 0.00        | 0.00             | 625.00            | 87.60             | 85.98%        |
| 101.41400.02220 POSTAGE                   | 0.00        | 109.35           | 3,445.00          | 774.25            | 77.53%        |
| 101.41400.03210 TELEPHONE                 | 0.00        | 52.78            | 750.00            | 297.59            | 60.32%        |
| 101.41400.03310 TRAVEL EXPENSE            | 0.00        | 230.76           | 3,300.00          | 1,049.12          | 68.21%        |
| 101.41400.03410 EMPLOYMENT ADVERTISING    | 0.00        | 54.55            | 0.00              | 54.55             | 0.00%         |
| 101.41400.03500 PRINTING & PUBLISHING     | 0.00        | 0.00             | 460.00            | 0.00              | 100.00%       |
| 101.41400.03550 COUNTY FEES FOR SERVICE   | 0.00        | 0.00             | 2,500.00          | 0.00              | 100.00%       |
| 101.41400.04050 MAINTENANCE AGREEMENTS    | 0.00        | 0.00             | 7,192.00          | 2,922.66          | 59.36%        |
| 101.41400.04300 CONFERENCE & SCHOOLS      | 0.00        | 1,029.48         | 6,425.00          | 2,754.42          | 57.13%        |
| 101.41400.04330 DUES & SUBSCRIPTIONS      | 0.00        | 37.73            | 780.00            | 173.93            | 77.70%        |
| 101.41400.04390 US BANK CC REBATE-MISCELL | 0.00        | 0.00             | 0.00              | (746.07)          | 0.00%         |
| 101.41400.04500 CONTRACTUAL SERVICES      | 0.00        | 0.00             | 4,245.00          | 629.09            | 85.18%        |
| <b>Total ADMINISTRATION Expenditures</b>  | <b>0.00</b> | <b>33,318.98</b> | <b>436,675.00</b> | <b>150,422.18</b> | <b>65.55%</b> |

**ASSESSOR Expenditures**

|                                     |             |                 |                  |                 |               |
|-------------------------------------|-------------|-----------------|------------------|-----------------|---------------|
| 101.41500.04000 CONTRACTUAL SERVICE | 0.00        | 8,604.00        | 35,500.00        | 8,604.00        | 75.76%        |
| <b>Total ASSESSOR Expenditures</b>  | <b>0.00</b> | <b>8,604.00</b> | <b>35,500.00</b> | <b>8,604.00</b> | <b>75.76%</b> |

**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
*For GENERAL FUND (101)*  
*For the Fiscal Period 2018-4 Ending April 30, 2018*

| Account Number                                       | Current<br>Budget | Current<br>Actual | Annual<br>Budget  | YTD<br>Actual    | Remaining<br>Budget % |
|--|-------------------|-------------------|-------------------|------------------|-----------------------|
| <b>AUDIT &amp; ACCTG SERVICES Expenditures</b>       |                   |                   |                   |                  |                       |
| 101.41540.03010 AUDIT & ACCTG SERVICES               | 0.00              | 0.00              | 9,847.00          | 0.00             | 100.00%               |
| <b>Total AUDIT &amp; ACCTG SERVICES Expenditures</b> | <b>0.00</b>       | <b>0.00</b>       | <b>9,847.00</b>   | <b>0.00</b>      | <b>100.00%</b>        |
| <b>I.T. SERVICES Expenditures</b>                    |                   |                   |                   |                  |                       |
| 101.41600.04000 I.T. SERVICES                        | 0.00              | 13,359.41         | 28,580.00         | 20,427.13        | 28.53%                |
| <b>Total I.T. SERVICES Expenditures</b>              | <b>0.00</b>       | <b>13,359.41</b>  | <b>28,580.00</b>  | <b>20,427.13</b> | <b>28.53%</b>         |
| <b>LEGAL FEES Expenditures</b>                       |                   |                   |                   |                  |                       |
| 101.41610.03040 LEGAL FEES                           | 0.00              | 304.00            | 120,000.00        | 20,244.85        | 83.13%                |
| <b>Total LEGAL FEES Expenditures</b>                 | <b>0.00</b>       | <b>304.00</b>     | <b>120,000.00</b> | <b>20,244.85</b> | <b>83.13%</b>         |
| <b>ENGINEERING FEES Expenditures</b>                 |                   |                   |                   |                  |                       |
| 101.41710.03030 ENGINEERING FEES                     | 0.00              | 498.00            | 9,000.00          | 1,964.50         | 78.17%                |
| <b>Total ENGINEERING FEES Expenditures</b>           | <b>0.00</b>       | <b>498.00</b>     | <b>9,000.00</b>   | <b>1,964.50</b>  | <b>78.17%</b>         |
| <b>PLANNING &amp; ZONING Expenditures</b>            |                   |                   |                   |                  |                       |
| 101.41720.02100 OPERATING SUPPLIES                   | 0.00              | 0.00              | 117.00            | 17.99            | 84.62%                |
| 101.41720.02220 POSTAGE                              | 0.00              | 0.00              | 175.00            | 0.00             | 100.00%               |
| 101.41720.03500 PRINTING & PUBLISHING                | 0.00              | 0.00              | 800.00            | 32.25            | 95.97%                |
| 101.41720.04000 PLANNER FEES                         | 0.00              | 212.53            | 500.00            | 367.53           | 26.49%                |
| <b>Total PLANNING &amp; ZONING Expenditures</b>      | <b>0.00</b>       | <b>212.53</b>     | <b>1,592.00</b>   | <b>417.77</b>    | <b>73.76%</b>         |
| <b>GOVERNMENT BUILDING Expenditures</b>              |                   |                   |                   |                  |                       |
| 101.41940.01010 FULL TIME EMPLOYEES                  | 0.00              | 1,170.38          | 14,462.00         | 5,249.56         | 63.70%                |
| 101.41940.01013 OVERTIME                             | 0.00              | 176.48            | 0.00              | 567.18           | 0.00%                 |
| 101.41940.01020 ON CALL SALARIES                     | 0.00              | 0.00              | 0.00              | 62.17            | 0.00%                 |
| 101.41940.01050 VACATION BUY BACK                    | 0.00              | 0.00              | 350.00            | 0.00             | 100.00%               |
| 101.41940.01210 PERA CONTRIBUTIONS-EMPLO             | 0.00              | 100.99            | 1,085.00          | 440.88           | 59.37%                |
| 101.41940.01220 FICA/MC CONTRIBUTIONS-EMP            | 0.00              | 100.17            | 1,133.00          | 446.35           | 60.60%                |
| 101.41940.01300 HEALTH INSURANCE                     | 0.00              | 195.68            | 2,185.00          | 782.72           | 64.18%                |
| 101.41940.01313 PRUDENTIAL LIFE INSURANCE            | 0.00              | 1.04              | 13.00             | 4.18             | 67.85%                |
| 101.41940.01510 WORKERS COMPENSATION                 | 0.00              | 0.00              | 500.00            | 557.00           | (11.40%)              |
| 101.41940.02100 OPERATING SUPPLIES                   | 0.00              | 264.19            | 8,000.00          | 3,310.64         | 58.62%                |
| 101.41940.02200 REPAIR & MAINTENANCE                 | 0.00              | 409.20            | 7,200.00          | 2,152.57         | 70.10%                |
| 101.41940.02280 UNIFORMS,SAFETY SHOES                | 0.00              | 0.00              | 750.00            | 125.00           | 83.33%                |
| 101.41940.03210 TELEPHONE                            | 0.00              | 447.81            | 8,345.00          | 1,798.73         | 78.45%                |
| 101.41940.03810 ELECTRIC UTILITIES                   | 0.00              | 1,444.91          | 23,000.00         | 5,542.76         | 75.90%                |
| 101.41940.03830 GAS UTILITIES                        | 0.00              | 0.00              | 18,000.00         | 8,334.83         | 53.70%                |
| 101.41940.03841 RUBBISH REMOVAL                      | 0.00              | 341.72            | 4,200.00          | 856.48           | 79.61%                |
| 101.41940.04000 CONTRACTUAL SERVICE                  | 0.00              | 414.54            | 4,715.00          | 2,118.16         | 55.08%                |
| 101.41940.07000 PERMANENT TRANSFERS OUT              | 0.00              | 0.00              | 9,394.00          | 0.00             | 100.00%               |
| <b>Total GOVERNMENT BUILDING Expenditures</b>        | <b>0.00</b>       | <b>5,067.11</b>   | <b>103,332.00</b> | <b>32,349.21</b> | <b>68.69%</b>         |
| <b>POLICE PROTECTION Expenditures</b>                |                   |                   |                   |                  |                       |
| 101.42100.01010 FULL TIME EMPLOYEES                  | 0.00              | 82,924.75         | 1,037,545.00      | 373,659.72       | 63.99%                |
| 101.42100.01013 OVERTIME                             | 0.00              | 659.86            | 97,000.00         | 5,275.24         | 94.56%                |
| 101.42100.01050 VACATION BUY BACK                    | 0.00              | 0.00              | 6,700.00          | 0.00             | 100.00%               |

**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
*For GENERAL FUND (101)*  
*For the Fiscal Period 2018-4 Ending April 30, 2018*

| Account Number                              | Current<br>Budget | Current<br>Actual | Annual<br>Budget    | YTD<br>Actual     | Remaining<br>Budget % |
|---|-------------------|-------------------|---------------------|-------------------|-----------------------|
| 101.42100.01210 PERA CONTRIBUTIONS-EMPLO    | 0.00              | 12,404.20         | 160,290.00          | 56,203.70         | 64.94%                |
| 101.42100.01220 FICA/MC CONTRIBUTIONS-EMP   | 0.00              | 1,970.53          | 27,531.00           | 8,890.19          | 67.71%                |
| 101.42100.01300 HEALTH INSURANCE            | 0.00              | 13,672.32         | 151,865.00          | 54,689.28         | 63.99%                |
| 101.42100.01313 PRUDENTIAL LIFE INSURANCE   | 0.00              | 61.08             | 675.00              | 244.32            | 63.80%                |
| 101.42100.01510 WORKERS COMPENSATION        | 0.00              | 1,631.53          | 29,000.00           | 36,404.65         | (25.53%)              |
| 101.42100.02000 OFFICE SUPPLIES             | 0.00              | 0.00              | 3,600.00            | 344.84            | 90.42%                |
| 101.42100.02030 PRINTED FORMS               | 0.00              | 0.00              | 1,200.00            | 158.50            | 86.79%                |
| 101.42100.02040 RANGE EQUIP & SUPPLIES      | 0.00              | 0.00              | 7,550.00            | 3,654.16          | 51.60%                |
| 101.42100.02100 OPERATING SUPPLIES          | 0.00              | 97.90             | 3,883.00            | 709.15            | 81.74%                |
| 101.42100.02120 MOTOR FUELS & LUBRICANTS    | 0.00              | 408.92            | 21,700.00           | 5,504.49          | 74.63%                |
| 101.42100.02220 POSTAGE                     | 0.00              | 22.48             | 1,900.00            | 122.65            | 93.54%                |
| 101.42100.03050 MEDICAL EXPENSE             | 0.00              | 0.00              | 2,000.00            | 0.00              | 100.00%               |
| 101.42100.03210 TELEPHONE                   | 0.00              | (32.22)           | 3,900.00            | 539.34            | 86.17%                |
| 101.42100.03211 DATA SERVICES               | 0.00              | 1,121.00          | 33,781.00           | 19,976.72         | 40.86%                |
| 101.42100.03300 CLOTHING & PERSONAL EQUI    | 0.00              | 585.47            | 9,860.00            | 1,327.12          | 86.54%                |
| 101.42100.03310 TRAVEL EXPENSE              | 0.00              | 52.32             | 1,200.00            | 195.94            | 83.67%                |
| 101.42100.03421 800 MHZ RADIO               | 0.00              | 0.00              | 2,006.00            | 0.00              | 100.00%               |
| 101.42100.04000 CONTRACTUAL SERVICE         | 0.00              | 0.00              | 18,885.00           | 13,736.49         | 27.26%                |
| 101.42100.04050 MAINTENANCE AGREEMENTS      | 0.00              | 0.00              | 4,000.00            | 2,139.91          | 46.50%                |
| 101.42100.04060 AUTO EQUIPMENT REPAIR       | 0.00              | 1,494.91          | 20,000.00           | 3,603.32          | 81.98%                |
| 101.42100.04070 OTHER EQUIPMENT REPAIR      | 0.00              | 555.00            | 2,500.00            | 771.84            | 69.13%                |
| 101.42100.04300 CONFERENCE & SCHOOLS        | 0.00              | 1,425.00          | 13,000.00           | 4,459.38          | 65.70%                |
| 101.42100.04330 DUES & SUBSCRIPTIONS        | 0.00              | 90.00             | 945.00              | 748.00            | 20.85%                |
| 101.42100.05000 CAPITAL OUTLAY              | 0.00              | 0.00              | 37,471.00           | 0.00              | 100.00%               |
| 101.42100.07000 PERMANENT TRANSFERS OUT     | 0.00              | 0.00              | 16,657.00           | 553.50            | 96.68%                |
| <b>Total POLICE PROTECTION Expenditures</b> | <b>0.00</b>       | <b>119,145.05</b> | <b>1,716,644.00</b> | <b>593,912.45</b> | <b>65.40%</b>         |
| <b>FIRE PROTECTION Expenditures</b>         |                   |                   |                     |                   |                       |
| 101.42200.04000 CONTRACTUAL SERVICE         | 0.00              | 18,834.00         | 226,014.00          | 75,336.00         | 66.67%                |
| 101.42200.05000 CAPITAL OUTLAY              | 0.00              | 0.00              | 48,296.00           | 17,493.00         | 63.78%                |
| <b>Total FIRE PROTECTION Expenditures</b>   | <b>0.00</b>       | <b>18,834.00</b>  | <b>274,310.00</b>   | <b>92,829.00</b>  | <b>66.16%</b>         |
| <b>CODE ENFORCEMENT Expenditures</b>        |                   |                   |                     |                   |                       |
| 101.42300.01010 FULL TIME EMPLOYEES         | 0.00              | 8,134.24          | 102,665.00          | 36,531.96         | 64.42%                |
| 101.42300.01030 PART TIME EMPLOYEES         | 0.00              | 0.00              | 14,560.00           | 1,138.50          | 92.18%                |
| 101.42300.01050 VACATION BUY BACK           | 0.00              | 0.00              | 3,200.00            | 0.00              | 100.00%               |
| 101.42300.01210 PERA CONTRIBUTIONS-EMPLO    | 0.00              | 610.10            | 7,700.00            | 2,825.41          | 63.31%                |
| 101.42300.01220 FICA/MC CONTRIBUTIONS-EMP   | 0.00              | 586.76            | 9,212.00            | 2,730.77          | 70.36%                |
| 101.42300.01300 HEALTH INSURANCE            | 0.00              | 1,648.52          | 16,220.00           | 6,594.08          | 59.35%                |
| 101.42300.01313 PRUDENTIAL LIFE INSURANCE   | 0.00              | 6.42              | 78.00               | 25.68             | 67.08%                |
| 101.42300.01510 WORKERS COMPENSATION        | 0.00              | 0.00              | 1,450.00            | 342.06            | 76.41%                |
| 101.42300.02000 OFFICE SUPPLIES             | 0.00              | 0.00              | 500.00              | 170.99            | 65.80%                |
| 101.42300.02100 OPERATING SUPPLIES          | 0.00              | 0.00              | 1,350.00            | 363.85            | 73.05%                |
| 101.42300.02120 MOTOR FUELS & LUBRICANTS    | 0.00              | 27.26             | 1,600.00            | 366.97            | 77.06%                |
| 101.42300.02200 REPAIR & MAINTENANCE        | 0.00              | 0.00              | 1,000.00            | 425.43            | 57.46%                |
| 101.42300.03210 TELEPHONE                   | 0.00              | 103.34            | 1,000.00            | 310.01            | 69.00%                |
| 101.42300.03310 TRAVEL EXPENSE              | 0.00              | 0.00              | 300.00              | 56.60             | 81.13%                |
| 101.42300.04300 CONFERENCE & SCHOOLS        | 0.00              | 0.00              | 1,600.00            | 100.00            | 93.75%                |
| 101.42300.04330 DUES & SUBSCRIPTIONS        | 0.00              | 0.00              | 3,755.00            | 2,490.00          | 33.69%                |

**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
*For GENERAL FUND (101)*  
*For the Fiscal Period 2018-4 Ending April 30, 2018*

| Account Number                                  | Current<br>Budget | Current<br>Actual | Annual<br>Budget  | YTD<br>Actual     | Remaining<br>Budget % |
|---|-------------------|-------------------|-------------------|-------------------|-----------------------|
| <b>Total CODE ENFORCEMENT Expenditures</b>      | <b>0.00</b>       | <b>11,116.64</b>  | <b>166,190.00</b> | <b>54,472.31</b>  | <b>67.22%</b>         |
| <b>STREET DEPARTMENT Expenditures</b>           |                   |                   |                   |                   |                       |
| 101.43000.01010 FULL TIME EMPLOYEES             | 0.00              | 10,532.24         | 132,640.00        | 47,257.71         | 64.37%                |
| 101.43000.01013 OVERTIME                        | 0.00              | 937.22            | 7,459.00          | 2,487.25          | 66.65%                |
| 101.43000.01020 ON CALL SALARIES                | 0.00              | 0.00              | 2,131.00          | 636.84            | 70.12%                |
| 101.43000.01050 VACATION BUY BACK               | 0.00              | 0.00              | 1,900.00          | 0.00              | 100.00%               |
| 101.43000.01210 PERA CONTRIBUTIONS-EMPLO        | 0.00              | 860.18            | 10,667.00         | 3,778.51          | 64.58%                |
| 101.43000.01220 FICA/MC CONTRIBUTIONS-EMP       | 0.00              | 847.24            | 11,026.00         | 3,785.97          | 65.66%                |
| 101.43000.01300 HEALTH INSURANCE                | 0.00              | 1,656.14          | 18,700.00         | 6,624.54          | 64.57%                |
| 101.43000.01313 PRUDENTIAL LIFE INSURANCE       | 0.00              | 8.86              | 107.00            | 35.43             | 66.89%                |
| 101.43000.01510 WORKERS COMPENSATION            | 0.00              | 0.00              | 9,000.00          | 11,311.52         | (25.68%)              |
| 101.43000.02120 MOTOR FUELS & LUBRICANTS        | 0.00              | 561.41            | 14,000.00         | 4,964.98          | 64.54%                |
| 101.43000.02150 SHOP MATERIALS                  | 0.00              | 37.28             | 2,500.00          | 274.70            | 89.01%                |
| 101.43000.02200 REPAIR & MAINTENANCE            | 0.00              | 0.00              | 7,500.00          | 1,305.77          | 82.59%                |
| 101.43000.02210 EQUIPMENT PARTS                 | 0.00              | 471.87            | 6,000.00          | 2,794.00          | 53.43%                |
| 101.43000.02221 TIRES                           | 0.00              | 0.00              | 800.00            | 0.00              | 100.00%               |
| 101.43000.02224 STREET MAINT SUPPLIES           | 0.00              | 0.00              | 1,300.00          | 0.00              | 100.00%               |
| 101.43000.02226 SIGNS & STRIPING                | 0.00              | 0.00              | 6,000.00          | 0.00              | 100.00%               |
| 101.43000.02280 UNIFORMS,SAFETY SHOES           | 0.00              | 0.00              | 1,040.00          | 875.00            | 15.87%                |
| 101.43000.03210 TELEPHONE                       | 0.00              | 17.59             | 370.00            | 70.62             | 80.91%                |
| 101.43000.04000 CONTRACTUAL SERVICE             | 0.00              | 0.00              | 1,040.00          | 660.00            | 36.54%                |
| 101.43000.04300 CONFERENCE & SCHOOLS            | 0.00              | 0.00              | 500.00            | 420.00            | 16.00%                |
| 101.43000.04330 DUES & SUBSCRIPTIONS            | 0.00              | 0.00              | 100.00            | 0.00              | 100.00%               |
| 101.43000.07000 PERMANENT TRANSFERS OUT         | 0.00              | 0.00              | 1,600.00          | 0.00              | 100.00%               |
| <b>Total STREET DEPARTMENT Expenditures</b>     | <b>0.00</b>       | <b>15,930.03</b>  | <b>236,380.00</b> | <b>87,282.84</b>  | <b>63.08%</b>         |
| <b>RECREATION DEPARTMENT Expenditures</b>       |                   |                   |                   |                   |                       |
| 101.45100.01010 FULL TIME EMPLOYEES             | 0.00              | 17,443.53         | 216,702.00        | 77,923.28         | 64.04%                |
| 101.45100.01040 TEMPORARY EMPLOYEES             | 0.00              | 0.00              | 17,010.00         | 1,630.00          | 90.42%                |
| 101.45100.01050 VACATION BUY BACK               | 0.00              | 0.00              | 1,600.00          | 0.00              | 100.00%               |
| 101.45100.01210 PERA CONTRIBUTIONS-EMPLO        | 0.00              | 1,308.26          | 16,253.00         | 5,844.22          | 64.04%                |
| 101.45100.01220 FICA/MC CONTRIBUTIONS-EMP       | 0.00              | 1,289.54          | 18,001.00         | 5,885.68          | 67.30%                |
| 101.45100.01300 HEALTH INSURANCE                | 0.00              | 2,923.44          | 33,500.00         | 11,693.76         | 65.09%                |
| 101.45100.01313 PRUDENTIAL LIFE INSURANCE       | 0.00              | 14.54             | 176.00            | 58.16             | 66.95%                |
| 101.45100.01510 WORKERS COMPENSATION            | 0.00              | 0.00              | 1,700.00          | 853.43            | 49.80%                |
| 101.45100.02000 OFFICE SUPPLIES                 | 0.00              | 107.44            | 2,161.00          | 701.68            | 67.53%                |
| 101.45100.02220 POSTAGE                         | 0.00              | 2,725.43          | 8,950.00          | 3,861.62          | 56.85%                |
| 101.45100.02290 RECREATION EQUIP SUPPLIES       | 0.00              | 323.72            | 2,500.00          | 1,365.55          | 45.38%                |
| 101.45100.03310 TRAVEL EXPENSE                  | 0.00              | 341.65            | 1,000.00          | 869.46            | 13.05%                |
| 101.45100.03500 PRINTING & PUBLISHING           | 0.00              | 4,085.22          | 14,357.00         | 4,525.17          | 68.48%                |
| 101.45100.04300 CONFERENCE & SCHOOLS            | 0.00              | 0.00              | 1,400.00          | 20.00             | 98.57%                |
| 101.45100.04330 DUES & SUBSCRIPTIONS            | 0.00              | 0.00              | 457.00            | 280.00            | 38.73%                |
| <b>Total RECREATION DEPARTMENT Expenditures</b> | <b>0.00</b>       | <b>30,562.77</b>  | <b>335,767.00</b> | <b>115,512.01</b> | <b>65.60%</b>         |
| <b>PARKS DEPARTMENT Expenditures</b>            |                   |                   |                   |                   |                       |
| 101.45200.01010 FULL TIME EMPLOYEES             | 0.00              | 11,041.10         | 139,055.00        | 49,540.33         | 64.37%                |
| 101.45200.01013 OVERTIME                        | 0.00              | 1,437.50          | 7,459.00          | 4,382.87          | 41.24%                |
| 101.45200.01020 ON CALL SALARIES                | 0.00              | 0.00              | 2,131.00          | 168.25            | 92.10%                |



**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**

Revised Budget  
For GENERAL FUND (101)  
For the Fiscal Period 2018-4 Ending April 30, 2018

| Account Number   | Current<br>Budget | Current<br>Actual      | Annual<br>Budget       | YTD<br>Actual            | Remaining<br>Budget % |
|--|-------------------|------------------------|------------------------|--------------------------|-----------------------|
| 101.45200.01040 TEMPORARY EMPLOYEES                        | 0.00              | 1,840.00               | 15,840.00              | 2,852.00                 | 81.99%                |
| 101.45200.01050 VACATION BUY BACK                          | 0.00              | 0.00                   | 3,000.00               | 0.00                     | 100.00%               |
| 101.45200.01210 PERA CONTRIBUTIONS-EMPLO                   | 0.00              | 935.89                 | 11,148.00              | 4,056.86                 | 63.61%                |
| 101.45200.01220 FICA/MC CONTRIBUTIONS-EMP                  | 0.00              | 1,070.23               | 12,812.00              | 4,310.01                 | 66.36%                |
| 101.45200.01300 HEALTH INSURANCE                           | 0.00              | 1,743.50               | 19,720.00              | 6,974.00                 | 64.63%                |
| 101.45200.01313 PRUDENTIAL LIFE INSURANCE                  | 0.00              | 8.92                   | 107.00                 | 35.67                    | 66.66%                |
| 101.45200.01510 WORKERS COMPENSATION                       | 0.00              | 0.00                   | 10,000.00              | 12,048.85                | (20.49%)              |
| 101.45200.02100 OPERATING SUPPLIES                         | 0.00              | 0.00                   | 1,000.00               | 0.00                     | 100.00%               |
| 101.45200.02120 MOTOR FUELS & LUBRICANTS                   | 0.00              | 543.23                 | 12,000.00              | 4,720.29                 | 60.66%                |
| 101.45200.02200 REPAIR & MAINTENANCE                       | 0.00              | 7.74                   | 8,000.00               | 119.81                   | 98.50%                |
| 101.45200.02205 LAKESIDE PK EXP TO BE REIM                 | 0.00              | 0.00                   | 0.00                   | 4,758.75                 | 0.00%                 |
| 101.45200.02210 EQUIPMENT PARTS                            | 0.00              | 0.00                   | 5,500.00               | 1,894.94                 | 65.55%                |
| 101.45200.02221 TIRES                                      | 0.00              | 0.00                   | 800.00                 | 0.00                     | 100.00%               |
| 101.45200.02225 LANDSCAPING MATERIALS                      | 0.00              | 0.00                   | 8,932.00               | 0.00                     | 100.00%               |
| 101.45200.02280 UNIFORMS,SAFETY SHOES                      | 0.00              | 0.00                   | 1,000.00               | 875.00                   | 12.50%                |
| 101.45200.02290 RECREATION EQUIP SUPPLIES                  | 0.00              | 782.04                 | 2,000.00               | 782.04                   | 60.90%                |
| 101.45200.03210 TELEPHONE                                  | 0.00              | 42.48                  | 300.00                 | 127.44                   | 57.52%                |
| 101.45200.03810 ELECTRIC UTILITIES                         | 0.00              | 205.40                 | 4,000.00               | 977.34                   | 75.57%                |
| 101.45200.03830 GAS UTILITIES                              | 0.00              | 0.00                   | 4,000.00               | 1,533.05                 | 61.67%                |
| 101.45200.03841 RUBBISH REMOVAL                            | 0.00              | 63.87                  | 400.00                 | 63.87                    | 84.03%                |
| 101.45200.04190 SATELLITE RENTAL                           | 0.00              | 0.00                   | 1,400.00               | 0.00                     | 100.00%               |
| 101.45200.04300 CONFERENCE & SCHOOLS                       | 0.00              | 0.00                   | 900.00                 | 600.00                   | 33.33%                |
| 101.45200.04500 CONTRACTUAL SERVICES                       | 0.00              | 0.00                   | 880.00                 | 660.00                   | 25.00%                |
| 101.45200.04901 LAKESIDE PARK EXPENSE                      | 0.00              | 0.00                   | 11,500.00              | 0.00                     | 100.00%               |
| <b>Total PARKS DEPARTMENT Expenditures</b>                 | <b>0.00</b>       | <b>19,721.90</b>       | <b>283,884.00</b>      | <b>101,481.37</b>        | <b>64.25%</b>         |
| <b>MISCELLANEOUS Expenditures</b>                          |                   |                        |                        |                          |                       |
| 101.49000.01300 HEALTH INSURANCE                           | 0.00              | 0.00                   | 0.00                   | 516.32                   | 0.00%                 |
| 101.49000.01313 COBRA-H.S.A. FEES                          | 0.00              | 0.00                   | 2,600.00               | 0.00                     | 100.00%               |
| 101.49000.03600 INSURANCE                                  | 0.00              | 0.00                   | 45,000.00              | 44,320.88                | 1.51%                 |
| 101.49000.04000 CONTRACTUAL SERVICE                        | 0.00              | 688.00                 | 0.00                   | 2,752.00                 | 0.00%                 |
| 101.49000.04389 CONTINGENCY FUND                           | 0.00              | 0.00                   | 108,313.00             | 0.00                     | 100.00%               |
| 101.49000.04390 MISCELLANEOUS                              | 0.00              | 0.00                   | 5,000.00               | 0.00                     | 100.00%               |
| 101.49000.04420 SURCHARGES-PLMG                            | 0.00              | 0.00                   | 200.00                 | 0.00                     | 100.00%               |
| 101.49000.04430 SURCHARGES-HTG                             | 0.00              | 0.00                   | 400.00                 | 0.00                     | 100.00%               |
| 101.49000.04440 SURCHARGES-BLDG                            | 0.00              | 0.00                   | 2,000.00               | 0.00                     | 100.00%               |
| 101.49000.07000 PERMANENT TRANSFERS OUT                    | 0.00              | 0.00                   | 155,000.00             | 0.00                     | 100.00%               |
| <b>Total MISCELLANEOUS Expenditures</b>                    | <b>0.00</b>       | <b>688.00</b>          | <b>318,513.00</b>      | <b>47,589.20</b>         | <b>85.06%</b>         |
| <b>Total GENERAL FUND Expenditures</b>                     | <b>\$ 0.00</b>    | <b>\$ 280,275.37</b>   | <b>\$ 4,133,633.00</b> | <b>\$ 1,345,242.89</b>   | <b>67.46%</b>         |
| <b>GENERAL FUND Excess of Revenues Over Expenditure \$</b> | <b>0.00</b>       | <b>\$ (227,734.73)</b> | <b>\$ 0.00</b>         | <b>\$ (1,126,844.00)</b> | <b>0.00%</b>          |

**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**  
*Revised Budget*

*For the Fiscal Period 2018-4 Ending April 30, 2018*

| Account Number                             |    | Current<br>Budget | Current<br>Actual | Annual<br>Budget | YTD<br>Actual     | Remaining<br>Budget % |
|--|----|-------------------|-------------------|------------------|-------------------|-----------------------|
| Total Revenues                             | \$ | 0.00              | \$ 52,540.64      | \$ 4,133,633.00  | \$ 218,398.89     | 0.00%                 |
| Total Expenditures                         | \$ | 0.00              | \$ 280,275.37     | \$ 4,133,633.00  | \$ 1,345,242.89   | 67.46%                |
| Total Excess of Revenues Over Expenditures | \$ | 0.00              | \$ (227,734.73)   | \$ 0.00          | \$ (1,126,844.00) | 0.00%                 |

**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
**For PUBLIC UTILITIES OPERATIONS (601)**  
**For the Fiscal Period 2018-4 Ending April 30, 2018**

| Account Number                                    |                           | Current<br>Budget | Current<br>Actual    | Annual<br>Budget       | YTD<br>Actual        | Remaining<br>Budget % |
|---|---------------------------|-------------------|----------------------|------------------------|----------------------|-----------------------|
| <b>Revenues</b>                                   |                           |                   |                      |                        |                      |                       |
| <b>Revenues</b>                                   |                           |                   |                      |                        |                      |                       |
| 601.00000.34950                                   | MISC REVENUE-NSF CHRGS    | \$ 0.00           | \$ 35.36             | \$ 0.00                | \$ 80.53             | 0.00%                 |
| 601.00000.36210                                   | INTEREST EARNINGS         | 0.00              | 0.00                 | 65,000.00              | 0.00                 | 100.00%               |
| 601.00000.37101                                   | WATER COLLECTIONS         | 0.00              | 89,323.27            | 471,605.00             | 184,857.50           | 60.80%                |
| 601.00000.37103                                   | SALES TAX COLLECTED       | 0.00              | 1,220.10             | 5,000.00               | 2,479.04             | 50.42%                |
| 601.00000.37104                                   | PENALTIES/WATER           | 0.00              | 0.00                 | 6,000.00               | 1,249.75             | 79.17%                |
| 601.00000.37109                                   | SAFE DRINKING WATER FEE   | 0.00              | 3,448.48             | 13,844.00              | 6,928.32             | 49.95%                |
| 601.00000.37111                                   | ADMINISTRATIVE CHARGE     | 0.00              | 19,778.28            | 79,586.00              | 40,074.39            | 49.65%                |
| 601.00000.37115                                   | ESTIMATE READING CHRG     | 0.00              | 50.00                | 50.00                  | 50.00                | 0.00%                 |
| 601.00000.37149                                   | WATER CONN-INTEREST       | 0.00              | 256.23               | 0.00                   | 511.06               | 0.00%                 |
| 601.00000.37150                                   | WATER CONNECTION-WAC      | 0.00              | 59.13                | 0.00                   | 119.66               | 0.00%                 |
| 601.00000.37151                                   | WATER RECONNECT-CALL OU   | 0.00              | 500.00               | 1,000.00               | 775.00               | 22.50%                |
| 601.00000.37170                                   | WATER PERMITS             | 0.00              | 0.00                 | 100.00                 | 0.00                 | 100.00%               |
| 601.00000.37171                                   | WATER PERMIT SURCHARGES   | 0.00              | 0.00                 | 10.00                  | 0.00                 | 100.00%               |
| 601.00000.37172                                   | WATER METER SALES & INSTA | 0.00              | 4,195.44             | 1,500.00               | 5,338.61             | (255.91%)             |
| 601.00000.37201                                   | SEWER COLLECTIONS         | 0.00              | 199,188.63           | 798,652.00             | 402,889.01           | 49.55%                |
| 601.00000.37204                                   | PENALTIES-SEWER           | 0.00              | 0.00                 | 14,000.00              | 3,550.72             | 74.64%                |
| 601.00000.37250                                   | SEWER CONNECTION-SAC      | 0.00              | 674.26               | 0.00                   | 1,350.04             | 0.00%                 |
| 601.00000.37251                                   | SEWER CONN-INTEREST       | 0.00              | 156.54               | 0.00                   | 313.08               | 0.00%                 |
| 601.00000.37270                                   | SEWER PERMITS             | 0.00              | 0.00                 | 100.00                 | 0.00                 | 100.00%               |
| 601.00000.37271                                   | SEWER PERMIT SURCHARGES   | 0.00              | 0.00                 | 10.00                  | 0.00                 | 100.00%               |
| 601.00000.37273                                   | SEWER HOOK-UP CHARGES     | 0.00              | 0.00                 | 150.00                 | 0.00                 | 100.00%               |
| 601.00000.39206                                   | TRANSFER FROM RECYCLING   | 0.00              | 0.00                 | 1,500.00               | 0.00                 | 100.00%               |
| <b>Total Revenues</b>                             |                           | <b>0.00</b>       | <b>318,885.72</b>    | <b>1,458,107.00</b>    | <b>650,566.71</b>    | <b>55.38%</b>         |
| <b>Total PUBLIC UTILITIES OPERATIONS Revenues</b> |                           | <b>\$ 0.00</b>    | <b>\$ 318,885.72</b> | <b>\$ 1,458,107.00</b> | <b>\$ 650,566.71</b> | <b>55.38%</b>         |

**Expenditures****WATER DEPARTMENT Expenditures**

|                 |                           |         |             |               |              |         |
|-----------------|---------------------------|---------|-------------|---------------|--------------|---------|
| 601.49400.01010 | FULL TIME EMPLOYEES       | \$ 0.00 | \$ 8,442.89 | \$ 106,500.00 | \$ 37,834.09 | 64.48%  |
| 601.49400.01013 | OVERTIME                  | 0.00    | 1,150.74    | 7,500.00      | 4,246.23     | 43.38%  |
| 601.49400.01020 | ON CALL SALARIES          | 0.00    | 0.00        | 2,950.00      | 137.16       | 95.35%  |
| 601.49400.01040 | TEMPORARY EMPLOYEES       | 0.00    | 0.00        | 9,550.00      | 613.50       | 93.58%  |
| 601.49400.01050 | VACATION BUY BACK         | 0.00    | 0.00        | 1,650.00      | 0.00         | 100.00% |
| 601.49400.01210 | PERA CONTRIBUTIONS-EMPLO  | 0.00    | 719.51      | 8,479.00      | 3,166.26     | 62.66%  |
| 601.49400.01220 | FICA/MC CONTRIBUTIONS-EMP | 0.00    | 710.88      | 9,803.00      | 3,217.45     | 67.18%  |
| 601.49400.01300 | HEALTH & DENTAL INSURANC  | 0.00    | 1,468.98    | 16,600.00     | 5,875.93     | 64.60%  |
| 601.49400.01313 | LIFE INSURANCE            | 0.00    | 7.68        | 95.00         | 30.72        | 67.66%  |
| 601.49400.01510 | WORKERS COMPENSATION      | 0.00    | 0.00        | 6,700.00      | 6,568.54     | 1.96%   |
| 601.49400.02000 | OFFICE SUPPLIES           | 0.00    | 0.00        | 800.00        | 265.92       | 66.76%  |
| 601.49400.02030 | PRINTED FORMS             | 0.00    | 0.00        | 2,000.00      | 1,270.73     | 36.46%  |
| 601.49400.02100 | OPERATING SUPPLIES        | 0.00    | 0.00        | 800.00        | 0.00         | 100.00% |
| 601.49400.02120 | MOTOR FUELS & LUBRICANTS  | 0.00    | 54.52       | 2,500.00      | 733.93       | 70.64%  |
| 601.49400.02200 | REPAIR & MAINTENANCE      | 0.00    | 0.00        | 55,000.00     | 14,353.81    | 73.90%  |
| 601.49400.02210 | EQUIPMENT PARTS           | 0.00    | 74.54       | 1,000.00      | 856.93       | 14.31%  |
| 601.49400.02220 | POSTAGE                   | 0.00    | 15.80       | 2,500.00      | 747.97       | 70.08%  |

**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
*For PUBLIC UTILITIES OPERATIONS (601)*  
*For the Fiscal Period 2018-4 Ending April 30, 2018*

| Account Number                                  | Current<br>Budget | Current<br>Actual | Annual<br>Budget  | YTD<br>Actual     | Remaining<br>Budget % |
|---|-------------------|-------------------|-------------------|-------------------|-----------------------|
| 601.49400.02221 TIRES                           | 0.00              | 0.00              | 1,000.00          | 0.00              | 100.00%               |
| 601.49400.02222 STREET REPAIRS                  | 0.00              | 0.00              | 1,500.00          | 1,792.29          | (19.49%)              |
| 601.49400.02261 WATER TESTING                   | 0.00              | 72.00             | 800.00            | 144.00            | 82.00%                |
| 601.49400.02262 WATER METER & SUPPLIES          | 0.00              | 1,325.93          | 5,500.00          | 6,049.73          | (10.00%)              |
| 601.49400.02264 SAFE DRINKING WATER FEE         | 0.00              | 0.00              | 13,844.00         | 3,485.00          | 74.83%                |
| 601.49400.02280 UNIFORM ALLOWANCE               | 0.00              | 0.00              | 950.00            | 623.48            | 34.37%                |
| 601.49400.03010 AUDIT & ACCTG SERVICES          | 0.00              | 0.00              | 2,617.00          | 0.00              | 100.00%               |
| 601.49400.03030 ENGINEERING FEES                | 0.00              | 2,710.00          | 2,000.00          | 3,517.50          | (75.88%)              |
| 601.49400.03040 LEGAL FEES                      | 0.00              | 0.00              | 300.00            | 0.00              | 100.00%               |
| 601.49400.03210 TELEPHONE                       | 0.00              | 45.78             | 900.00            | 158.79            | 82.36%                |
| 601.49400.03310 TRAVEL EXPENSE                  | 0.00              | (125.30)          | 1,100.00          | 125.30            | 88.61%                |
| 601.49400.03500 PRINTING & PUBLISHING           | 0.00              | 0.00              | 7,000.00          | 2,206.89          | 68.47%                |
| 601.49400.03600 INSURANCE                       | 0.00              | 0.00              | 8,500.00          | 6,642.10          | 21.86%                |
| 601.49400.03870 WATER USAGE-CITY OF BLAIN       | 0.00              | 495.31            | 3,500.00          | 495.31            | 85.85%                |
| 601.49400.04000 CONTRACTUAL SERVICE             | 0.00              | 0.00              | 7,011.00          | 2,141.42          | 69.46%                |
| 601.49400.04050 MAINTENANCE AGREEMENTS          | 0.00              | 25.09             | 13,775.00         | 1,268.30          | 90.79%                |
| 601.49400.04300 CONFERENCE & SCHOOLS            | 0.00              | 225.06            | 2,000.00          | 826.03            | 58.70%                |
| 601.49400.04330 DUES & SUBSCRIPTIONS            | 0.00              | 0.00              | 525.00            | 289.00            | 44.95%                |
| 601.49400.04370 PERMITS AND TAXES               | 0.00              | 1,258.00          | 7,200.00          | 4,443.22          | 38.29%                |
| 601.49400.04470 SURCHARGES-WATER                | 0.00              | 0.00              | 10.00             | 0.00              | 100.00%               |
| 601.49400.07000 PERMANENT TRANSFERS OUT         | 0.00              | 0.00              | 100,139.00        | 0.00              | 100.00%               |
| <b>Total WATER DEPARTMENT Expenditures</b>      | <b>0.00</b>       | <b>18,677.41</b>  | <b>414,598.00</b> | <b>114,127.53</b> | <b>72.47%</b>         |
| <b>WATER TREATMENT PLANT Expenditures</b>       |                   |                   |                   |                   |                       |
| 601.49402.02100 OPERATING SUPPLIES              | 0.00              | 0.00              | 100.00            | 0.00              | 100.00%               |
| 601.49402.02120 MOTOR FUELS & LUBRICANTS        | 0.00              | 0.00              | 2,000.00          | 0.00              | 100.00%               |
| 601.49402.02160 CHEMICALS & CHEMICAL PRO        | 0.00              | 0.00              | 19,000.00         | 4,369.25          | 77.00%                |
| 601.49402.02200 REPAIR & MAINTENANCE            | 0.00              | 2,431.75          | 10,000.00         | 3,245.06          | 67.55%                |
| 601.49402.02210 EQUIPMENT PARTS                 | 0.00              | 0.00              | 5,000.00          | 0.00              | 100.00%               |
| 601.49402.03030 ENGINEERING FEES                | 0.00              | 0.00              | 1,000.00          | 0.00              | 100.00%               |
| 601.49402.03600 INSURANCE                       | 0.00              | 0.00              | 10,000.00         | 10,105.20         | (1.05%)               |
| 601.49402.03810 ELECTRIC UTILITIES              | 0.00              | 5,481.01          | 75,000.00         | 18,245.61         | 75.67%                |
| 601.49402.03830 GAS UTILITIES                   | 0.00              | 0.00              | 2,500.00          | 1,348.90          | 46.04%                |
| 601.49402.04000 CONTRACTUAL SERVICE             | 0.00              | 0.00              | 3,500.00          | 0.00              | 100.00%               |
| 601.49402.04370 PERMITS,DUES,SUBSCRIPTIO        | 0.00              | 0.00              | 2,850.00          | 125.00            | 95.61%                |
| 601.49402.07000 PERMANENT TRANSFERS OUT         | 0.00              | 0.00              | 43,635.00         | 0.00              | 100.00%               |
| <b>Total WATER TREATMENT PLANT Expenditures</b> | <b>0.00</b>       | <b>7,912.76</b>   | <b>174,585.00</b> | <b>37,439.02</b>  | <b>78.56%</b>         |
| <b>SEWER DEPARTMENT Expenditures</b>            |                   |                   |                   |                   |                       |
| 601.49450.01010 FULL TIME EMPLOYEES             | 0.00              | 8,442.90          | 106,500.00        | 37,834.24         | 64.47%                |
| 601.49450.01013 OVERTIME                        | 0.00              | 1,150.75          | 7,500.00          | 4,246.28          | 43.38%                |
| 601.49450.01020 ON CALL SALARIES                | 0.00              | 0.00              | 2,950.00          | 137.16            | 95.35%                |
| 601.49450.01040 TEMPORARY EMPLOYEES             | 0.00              | 0.00              | 9,550.00          | 613.50            | 93.58%                |
| 601.49450.01050 VACATION BUY BACK               | 0.00              | 0.00              | 1,650.00          | 0.00              | 100.00%               |
| 601.49450.01210 PERA CONTRIBUTIONS-EMPLO        | 0.00              | 719.58            | 8,479.00          | 3,166.55          | 62.65%                |
| 601.49450.01220 FICA/MC CONTRIBUTIONS-EMP       | 0.00              | 710.93            | 9,803.00          | 3,217.66          | 67.18%                |
| 601.49450.01300 HEALTH & DENTAL INSURANC        | 0.00              | 1,469.06          | 16,600.00         | 5,876.25          | 64.60%                |
| 601.49450.01313 LIFE INSURANCE                  | 0.00              | 7.70              | 95.00             | 30.80             | 67.58%                |
| 601.49450.01510 WORKERS COMPENSATION            | 0.00              | 0.00              | 6,700.00          | 6,568.54          | 1.96%                 |

**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
*For PUBLIC UTILITIES OPERATIONS (601)*  
*For the Fiscal Period 2018-4 Ending April 30, 2018*

| Account Number   | Current<br>Budget | Current<br>Actual    | Annual<br>Budget       | YTD<br>Actual        | Remaining<br>Budget % |
|--|-------------------|----------------------|------------------------|----------------------|-----------------------|
| 601.49450.02000 OFFICE SUPPLIES                                | 0.00              | 0.00                 | 800.00                 | 265.92               | 66.76%                |
| 601.49450.02030 PRINTED FORMS                                  | 0.00              | 0.00                 | 1,500.00               | 1,270.74             | 15.28%                |
| 601.49450.02100 OPERATING SUPPLIES                             | 0.00              | 0.00                 | 500.00                 | 0.00                 | 100.00%               |
| 601.49450.02120 MOTOR FUELS & LUBRICANTS                       | 0.00              | 54.52                | 2,500.00               | 733.93               | 70.64%                |
| 601.49450.02200 REPAIR & MAINTENANCE                           | 0.00              | 0.00                 | 10,000.00              | 123.60               | 98.76%                |
| 601.49450.02210 EQUIPMENT PARTS                                | 0.00              | 0.00                 | 3,000.00               | 0.00                 | 100.00%               |
| 601.49450.02220 POSTAGE  | 0.00              | 15.80                | 2,500.00               | 522.98               | 79.08%                |
| 601.49450.02221 TIRES  | 0.00              | 0.00                 | 1,000.00               | 0.00                 | 100.00%               |
| 601.49450.02222 STREET REPAIRS                                 | 0.00              | 0.00                 | 1,000.00               | 0.00                 | 100.00%               |
| 601.49450.02262 WATER METER & SUPPLIES                         | 0.00              | 0.00                 | 6,000.00               | 0.00                 | 100.00%               |
| 601.49450.02280 UNIFORM ALLOWANCE                              | 0.00              | 0.00                 | 950.00                 | 623.48               | 34.37%                |
| 601.49450.03010 AUDIT & ACCTG SERVICES                         | 0.00              | 0.00                 | 2,617.00               | 0.00                 | 100.00%               |
| 601.49450.03030 ENGINEERING FEES                               | 0.00              | 2,380.00             | 1,000.00               | 2,716.00             | (171.60%)             |
| 601.49450.03040 LEGAL FEES                                     | 0.00              | 0.00                 | 300.00                 | 0.00                 | 100.00%               |
| 601.49450.03210 TELEPHONE                                      | 0.00              | 45.79                | 700.00                 | 158.83               | 77.31%                |
| 601.49450.03310 TRAVEL EXPENSE                                 | 0.00              | (125.30)             | 1,000.00               | 125.30               | 87.47%                |
| 601.49450.03500 PRINTING & PUBLISHING                          | 0.00              | 0.00                 | 300.00                 | 0.00                 | 100.00%               |
| 601.49450.03600 INSURANCE                                      | 0.00              | 0.00                 | 12,100.00              | 11,149.91            | 7.85%                 |
| 601.49450.03810 ELECTRIC UTILITIES                             | 0.00              | 403.85               | 3,600.00               | 1,267.89             | 64.78%                |
| 601.49450.03840 METRO WASTE CONTROL                            | 0.00              | 46,213.07            | 554,557.00             | 235,985.65           | 57.45%                |
| 601.49450.04000 CONTRACTUAL SERVICE                            | 0.00              | 0.00                 | 13,011.00              | 2,141.42             | 83.54%                |
| 601.49450.04050 MAINTENANCE AGREEMENTS                         | 0.00              | 25.08                | 11,460.00              | 1,268.30             | 88.93%                |
| 601.49450.04300 CONFERENCE & SCHOOLS                           | 0.00              | 225.05               | 2,450.00               | 756.03               | 69.14%                |
| 601.49450.04330 DUES & SUBSCRIPTIONS                           | 0.00              | 0.00                 | 340.00                 | 0.00                 | 100.00%               |
| 601.49450.04390 MISCELLANEOUS                                  | 0.00              | 0.00                 | 100.00                 | 0.00                 | 100.00%               |
| 601.49450.04450 RESERVE CAPACITY CHARGE                        | 0.00              | 0.00                 | 2,700.00               | 0.00                 | 100.00%               |
| 601.49450.04460 SURCHARGES-SEWER                               | 0.00              | 0.00                 | 10.00                  | 0.00                 | 100.00%               |
| 601.49450.07000 PERMANENT TRANSFERS OUT                        | 0.00              | 0.00                 | 81,669.00              | 0.00                 | 100.00%               |
| <b>Total SEWER DEPARTMENT Expenditures</b>                     | <b>0.00</b>       | <b>61,738.78</b>     | <b>887,491.00</b>      | <b>320,800.96</b>    | <b>63.85%</b>         |
| <b>Total PUBLIC UTILITIES OPERATIONS Expenditures</b>          | <b>\$ 0.00</b>    | <b>\$ 88,328.95</b>  | <b>\$ 1,476,674.00</b> | <b>\$ 472,367.51</b> | <b>68.01%</b>         |
| <br><b>PUBLIC UTILITIES OPERATIONS Excess of Revenues O \$</b> | <b>0.00</b>       | <b>\$ 230,556.77</b> | <b>\$ (18,567.00)</b>  | <b>\$ 178,199.20</b> | <b>1059.76%</b>       |

**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**  
*Revised Budget*

*For the Fiscal Period 2018-4 Ending April 30, 2018*

| Account Number                             |    | Current<br>Budget |    | Current<br>Actual |    | Annual<br>Budget |    | YTD<br>Actual |  | Remaining<br>Budget % |
|--|----|-------------------|----|-------------------|----|------------------|----|---------------|--|-----------------------|
| Total Revenues                             | \$ | 0.00              | \$ | 318,885.72        | \$ | 1,458,107.00     | \$ | 650,566.71    |  | 1059.76%              |
| Total Expenditures                         | \$ | 0.00              | \$ | 88,328.95         | \$ | 1,476,674.00     | \$ | 472,367.51    |  | 68.01%                |
| Total Excess of Revenues Over Expenditures | \$ | 0.00              | \$ | 230,556.77        | \$ | (18,567.00)      | \$ | 178,199.20    |  | 1059.76%              |

CITY OF SPRING LAKE PARK  
STATEMENT OF FUND BALANCE  
April 30, 2018

| <u>FUND</u>                          | <u>DESCRIPTION</u>                                   | <u>BALANCE</u>                 |
|--------------------------------------|--|--------------------------------|
| 101                                  | GENERAL  | \$ 484,974.53                  |
| 102                                  | ELECTIONS  | \$ 61,949.32                   |
| 103                                  | POLICE RESERVES                                      | \$ 2,193.35                    |
| 104                                  | NORTH CENTRAL SUBURBAN CABLE                         | \$ 15,802.78                   |
| 108                                  | POLICE FORFEITURES                                   | \$ 15,381.46                   |
| 112                                  | ESCROW TRUST   | \$ 134,866.54                  |
| 115                                  | COMPREHENSIVE PLAN UPDATE                            | \$ 9,040.48                    |
| <b><u>SPECIAL REVENUE FUNDS</u></b>  |  |                                |
| 224                                  | SMALL EQUIPMENT REPLACEMENT                          | \$ 21,941.87                   |
| 225                                  | PARK ACQUISITION & IMPROVEMENTS                      | \$ 593,700.78                  |
| 226                                  | PARK EQUIPMENT & IMPROVEMENTS                        | \$ 11,295.54                   |
| 227                                  | HRA EXCESS   | \$ 212,238.33                  |
| 229                                  | SANBURNOL PARK IMPROVEMENTS                          | \$ 18,902.69                   |
| 230                                  | RECYCLING  | \$ 69,263.46                   |
| 234                                  | STREET LIGHTING                                      | \$ 32,211.46                   |
| 235                                  | RIGHT-OF-WAY MAINTENANCE                             | \$ 1,853.22                    |
| 237                                  | PARK & RECREATION SPECIAL PROJECTS                   | \$ 18,178.75                   |
| 238                                  | GRANTS & SPECIAL PROJECTS                            | \$ 4,568.34                    |
| 240                                  | TOWER DAYS   | \$ 23,232.52                   |
| 243                                  | PUBLIC SAFETY RADIO REPLACEMENT                      | \$ 7,738.06                    |
| 244                                  | RECREATION PROGRAMS                                  | \$ 435,102.31                  |
| 248                                  | TRAFFIC EDUCATION                                    | \$ 63,751.39                   |
| 249                                  | EMERGENCY MANAGEMENT                                 | \$ 5,602.18                    |
| 250                                  | ANIMAL CONTROL                                       | \$ 2,011.31                    |
| 251                                  | FORESTRY   | \$ 350.00                      |
| <b><u>DEBT SERVICE FUNDS</u></b>     |  |                                |
| 304                                  | 2016A NORTH METRO CABLE BOND DEBT SERVICE            | \$ -                           |
| 306                                  | LEGENDS OF SLP - TIF 6.1                             | \$ (1,024.68)                  |
| 328                                  | 2013B PUBLIC WORKS BUILDING-DEBT SERVICE             | \$ -                           |
| 329                                  | 2013A EQUIPMENT CERTIFICATE-DEBT SERVICE             | \$ 24,371.99                   |
| 330                                  | 2014A G.O. IMPROVEMENT-DEBT SERVICE (2014-15 ST PRJ) | \$ 988,711.92                  |
| 331                                  | 2017A G.O. EQUIPMENT CERTIFICATE-SLP FIRE            | \$ -                           |
| 332                                  | 2018A G.O. EQUIPMENT CERTIFICATE-DEBT SERVICE        | \$ -                           |
| 384                                  | 2013A (Refi 2005A) FIRE DEPARTMENT-DEBT SERVICE      | \$ 57,686.09                   |
| <b><u>CAPITAL PROJECTS FUNDS</u></b> |  |                                |
| 400                                  | REVOLVING CONSTRUCTION                               | \$ 1,088,073.20                |
| 402                                  | MSA MAINTENANCE                                      | \$ 90,494.31                   |
| 403                                  | CAPITAL REPLACEMENT                                  | \$ 381,832.45                  |
| 407                                  | SEALCOATING  | \$ 68,290.18                   |
| 410                                  | LAKESIDE/LIONS PARK IMPROVEMENT                      | \$ 21,891.68                   |
| 416                                  | BUILDING MAINTENANCE & RENEWAL                       | \$ 121,279.84                  |
| 425                                  | STORM SEWER REHAB                                    | \$ 160,014.66                  |
| 429                                  | 2013 EQUIPMENT CERTIFICATE                           | \$ 6,410.51                    |
| 430                                  | 2014-2015 STREET IMPROVEMENT PRJ                     | \$ 70,563.42                   |
| 431                                  | 2017A G.O. EQUIPMENT CERTIFICATE-SLP FIRE            | \$ 120,244.87                  |
| 432                                  | 2018A G.O. EQUIPMENT CERTIFICATE                     | \$ 857,442.87                  |
| <b><u>ENTERPRISE FUNDS</u></b>       |  |                                |
| 600                                  | PUBLIC UTILITY RENEWAL & REPLACEMENT                 | \$ 1,930,737.89                |
| 601                                  | PUBLIC UTILITY OPERATIONS                            | \$ 1,270,828.11                |
| 602                                  | WATER TREATMENT PLANT                                | \$ 426,450.04                  |
| 609                                  | MUNICIPAL LIQUOR                                     | \$ 306,267.79                  |
| 610                                  | ON-SALE NOTE PROCEEDS                                | \$ 1,667,991.48                |
| <b><u>INTERNAL SERVICE FUNDS</u></b> |  |                                |
| 700                                  | SEVERANCE  | \$ 30,274.62                   |
| <b>GRAND TOTAL</b>                   |  | <b><u>\$ 11,934,983.91</u></b> |







# Memorandum

---

**To:** Mayor Hansen and Members of the City Council

**From:** Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

**Date:** May 9, 2018

**Subject:** TIF Reporting

Staff is seeking authority to enter into an agreement with Northland Securities to complete the City's TIF reporting for the Legends of Spring Lake Park.

The City is mandated under the TIF law to provide reports to the State Auditor on TIF District 6-1. Northland Securities will complete this report for a flat fee of \$1,960 for the 2017 report and \$990 for each year's report thereafter.

The City retains 5% of the proceeds generated from the TIF District for administrative expenses. This TIF report would qualify as an eligible administrative expense. The proceeds for administrative expenses will be

Staff recommends approval of the contract with Northland Securities for annual TIF reporting. If you have any questions, please don't hesitate to contact me at 763-784-6491.





April 13, 2018

Sent via email: [dbuchholtz@slpmn.org](mailto:dbuchholtz@slpmn.org)

**Dan Bucholtz, City Administrator**  
**City of Spring Lake Park**  
**1301 81st Ave. NE**  
**Spring Lake Park, MN 55432**

**RE: Annual TIF Reporting to Office of State Auditor**

Dear Dan:

The purpose of this letter is to offer you the services of Northland Public Finance, part of Northland Securities, Inc., to assist you with the process of making plans for the completion and submission of the mandated reports for tax increment financing (TIF) districts for fiscal year end 2017.

We consider the annual reporting process to be a great time to review existing TIF districts for potential opportunities, including pooling of funds and review of outstanding obligations. We view and undertake the process as much more than an accounting access and filling out a form on your behalf.

If you are interested in our services, please contact me. Reports will be made available from the State Auditor's Office (OSA) and will be due to the Office of the State Auditor (OSA) by August 1, 2018.

There are several ways that Northland can assist you in the reporting process.

1. Northland will prepare and submit the reports on your behalf.
2. Northland will provide technical assistance to help City staff or your accounting/audit firm to prepare the reports.
3. Northland will review and comment on reports prepared by the City.

The remainder of this letter describes these service options in greater detail. These services qualify as administrative expense and the cost can be paid from tax increments, subject to the authorizations in your TIF plans.

**Full Service**

In this option, Northland will prepare and submit reports in accordance with statutory requirements. Northland will also prepare the summary statement for publication. The City is responsible for providing 2017 financial statements for each district, documentation on all plan modifications made in 2017, supporting documentation on all revenues and expenditures (as needed) and copies of TIF Plans and development

agreements (as needed). The cost of this service provided by Northland has not changed for over six years, and is as follows:

- A flat fee of \$990 per district applies to districts where the 2016 report was prepared by Northland.
- A flat fee of \$1,380 per district applies to districts where the 2016 report was not prepared by Northland.
- A flat fee of \$1,960 per district where fiscal year 2017 is the first year of reporting.

These fees assume that all work is performed in Northland's office. If on-site work is needed, the additional fee will be calculated and agreed to by the City before making the site visit.

### **Technical Assistance**

Northland's service in a technical assistance capacity will be determined on a case-by-case basis. The scope of work and fee will be determined by the number of districts, the status of past reporting and the expertise of staff preparing the reports. Based on past experience, the cost of this service is typically \$1,200 (or less) covering all districts.

### **Review and Comment**

Northland will review and comment on TIF reports prepared by the City for a flat fee of \$200 per district.

### **Authorization with Office of the State Auditor**

If you determine to have Northland assist you with the filing of your reports, the City will need to authorize Northland to file its forms with the Office of the State Auditor, if prior authorization is not already in place. You may do so by completing the SAFES Authorization Form which is attached to this letter.

### **Next Steps**

We look forward to working with you to create the TIF reporting service that best meets your needs. Please contact me if you are interested in one of these TIF reporting service options. We can also discuss a different service approach that better fits your needs. We will create a service agreement and calendar of events for your TIF reporting project. I can be reached at (612) 851-4964 or [tomdal@northlandsecurities.com](mailto:tomdal@northlandsecurities.com).

Sincerely,



Tammy Omdal  
Senior Vice President

Attachments (1)



**MAYOR'S PROCLAMATION  
PUBLIC WORKS WEEK  
MAY 20-26, 2018**

**WHEREAS,** Public Works infrastructure, facilities, and services are of vital importance to sustainable communities and to the health, safety, and well-being of the people of Spring Lake Park; and

**WHEREAS,** Public Works services provided in our community are an integral part of our citizens' everyday lives; and

**WHEREAS,** the quality and effectiveness of these facilities, as well as their planning, design, and construction, are vitally dependent upon the efforts and skill of public works officials; and

**WHEREAS,** the health, safety and comfort of this community greatly depends on these facilities and services; and

**WHEREAS,** the efficiency of the qualified and dedicated personnel who staff the Public Works Department is materially influenced by the people's attitude and understanding of the importance of the work they perform; and

**WHEREAS,** it is most appropriate that we recognize the accomplishments of the Public Works Department.

**NOW, THEREFORE,** I, Cindy Hansen, Mayor of the City of Spring Lake Park, do hereby proclaim the week of May 20 through May 26, 2018 as Public Works Week, and further extend appreciation to our Public Works Director, Terry Randall and the Spring Lake Park Public Works staff for the vital services they perform and their exemplary dedication to the community they represent.

Dated this twenty-first day of May, two thousand eighteen.



\_\_\_\_\_  
Cindy Hansen, Mayor

ATTEST:

\_\_\_\_\_  
Daniel R. Buchholtz, Administrator,  
Clerk/Treasurer





**MAYOR'S PROCLAMATION  
MEMORIAL DAY  
MAY 28, 2018**

**WHEREAS**, on May 5, 1868, the Grand Army of the Republic established Memorial Day or Decoration Day as the national day to decorate the graves of the Civil War soldiers with flowers; and,

**WHEREAS**, in 1971, Memorial Day was declared a national holiday by the Congress, who designated the last Monday in May as the day for its observance; and,

**WHEREAS**, in 1997, the President and Congress declared a National Moment of Remembrance requiring everyone to observe a moment of silence at exactly 3:00 p.m. when "Taps" is played to reflect on the glory of those who have shed blood for us; and

**WHEREAS**, Memorial Day is meant to reflect on the true meaning of the day, to honor America's fallen heroes and be thankful to them for their efforts and their profound patriotism.

**NOW, THEREFORE**, I, Cindy Hansen, Mayor of the City of Spring Lake Park, do hereby proclaim May 28, 2018 as MEMORIAL DAY 2018 in the City of Spring Lake Park.



\_\_\_\_\_  
Cindy Hansen, Mayor

ATTEST:

\_\_\_\_\_  
Daniel Buchholtz, City Administrator





**LG230 Application to Conduct Off-Site Gambling****No Fee****ORGANIZATION INFORMATION**

Organization Name: Spring Lake Park Lions Club License Number: 00584

Address: 8433 Center Drive City: Spring Lake Park, MN Zip: 55432

Chief Executive Officer (CEO) Name: Jim Kugler Daytime Phone: 763-234-7695

Gambling Manager Name: Amanda Jackson Daytime Phone: 763-784-9179

**GAMBLING ACTIVITY**

Twelve off-site events are allowed each calendar year not to exceed a total of 36 days.

From 6 / 10 / 18 to 6 / 10 / 18

Check the type of games that will be conducted:

☒ Raffle ☒ Pull-Tabs ☒ Bingo ☒ Tipboards ☒ Paddlewheel

**GAMBLING PREMISES**

Name of location where gambling activity will be conducted: Lakeside Lions Park

Street address and City (or township): 7840 Pleasant View Drive - Spring Lake Park Zip: 55432 County: Anoka

- Do not use a post office box.
- If no street address, write in road designations (example: 3 miles east of Hwy. 63 on County Road 42).

Does your organization own the gambling premises?

☐ **Yes** If yes, a lease is not required.

☒ **No** If no, the lease agreement below must be completed, and signed by the lessor.

**LEASE AGREEMENT FOR OFF-SITE ACTIVITY (a lease agreement is not required for raffles)**

Rent to be paid for the leased area: \$ 0 (if none, write "0")

All obligations and agreements between the organization and the lessor are listed below or attached.

- Any attachments must be dated and signed by both the lessor and lessee.
- This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities.
- Other terms, if any:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Lessor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Lessor's Name: \_\_\_\_\_

**CONTINUE TO PAGE 2**

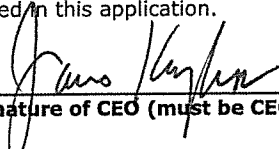
**Acknowledgment by Local Unit of Government: Approval by Resolution**

| <b>CITY APPROVAL</b><br><b>for a gambling premises</b><br><b>located within city limits</b>  | <b>COUNTY APPROVAL</b><br><b>for a gambling premises</b><br><b>located in a township</b>  |
|--|---|
| City Name: _____<br><br>Date Approved by City Council: _____<br><br>Resolution Number: _____<br>(If none, attach meeting minutes.)<br><br>Signature of City Personnel:<br>_____<br><br>Title: _____ Date Signed: _____ | County Name: _____<br><br>Date Approved by County Board: _____<br><br>Resolution Number: _____<br>(If none, attach meeting minutes.)<br><br>Signature of County Personnel:<br>_____<br><br>Title: _____ Date Signed: _____<br><br>TOWNSHIP NAME: _____<br><br><b>Complete below only if required by the county.</b><br>On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)<br><br>Print Township Name: _____<br><br>Signature of Township Officer: _____<br><br>Title: _____ Date Signed: _____ |
| <div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <b>Local unit of government<br/>must sign.</b> </div>  |   |

**CHIEF EXECUTIVE OFFICER (CEO) ACKNOWLEDGMENT**

The person signing this application must be your organization's CEO and have their name on file with the Gambling Control Board. If the CEO has changed and the current CEO has not filed a LG200B Organization Officers Affidavit with the Gambling Control Board, he or she must do so at this time.

I have read this application, and all information is true, accurate, and complete and, if applicable, agree to the lease terms as stated in this application.

|  |                           |
|--|---------------------------|
| <br>_____<br><b>Signature of CEO (must be CEO's signature; designee may not sign)</b> | 05-10-18<br>_____<br>Date |
|--|---------------------------|

|   |   |
|---|---|
| <b>Mail or fax to:</b><br><br>Minnesota Gambling Control Board<br>Suite 300 South<br>1711 West County Road B<br>Roseville, MN 55113<br><b>Fax: 651-639-4032</b> | <b>No attachments required.</b><br><br>Questions? Contact a Licensing Specialist at 651-539-1900. |
|---|---|

This publication will be made available in alternative format (i.e. large print, braille) upon request.

**Data privacy notice:** The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application.

Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public.

If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.

Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor; national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

City of Spring Lake Park  
1301 81st Avenue NE  
Spring Lake Park, MN 55432

## Contractor's Licenses

May 21, 2018

### Blacktopping Contractor

Earth Wizards, Inc.

### General Contractor

Maximum Needs Construction, LLC.

### Mechanical Contractor

General Sheet Metal Company



City of Spring Lake Park  
1301 81st Avenue NE  
Spring Lake Park, MN 55432

Sign Permit

May 21, 2018

Sign Permit

Gopher State Agency

1633 Cty Hwy 10 NE



## CITY OF SPRING LAKE PARK

1301 81<sup>st</sup> Avenue N E  
Spring Lake Park, MN 55432  
763-784-6491

### Sign Permit Application

DATE: May 14, 2018

NAME OF APPLICANT: Mark Miller

ADDRESS OF APPLICANT: 1633 Co. Hwy 10, Ste 16, Spring Lake Park, MN 55432

TELEPHONE NUMBER OF APPLICANT: 763-427-9440

NAME OF BUSINESS AND LOCATION of building structure, or lot to which or upon which the sign is to be attached or erected Gopher State Agency.

Building pylon sign at 1633 Co. Hwy 10, Spring Lake Park, MN 55432

New Construction: \_\_\_\_\_ Remodel: X Word Change Only: \_\_\_\_\_

Attach a drawing or sketch showing the position of the sign in relation to the nearest building, structures, public streets, right-of-way and property lines. Said drawing to be prepared to scale.

Attach two (2) blueprints or ink drawings of the plans and specifications and method of construction or attachment to the building or in the ground, including all dimensions. Show location of all light sources, wattage, type and color of lights and details of light shields or shades.

Attach a copy of stress sheets and calculations showing the structure is designed for dead load and wind velocity in the amount required by this and all other Ordinances of the City, if requested by the Building Inspection Department.

Name of person, firm or corporation erecting the structure: SML Electrical

Steve Lawrance. 612-290-8550

Address: 700 Tower Drive, Medina, MN 55340

Is an Electrical Permit required? No new electrical is required.

I, the undersigned applicant, do further make the following agreement with the City of Spring Lake Park Mn:

- 1) To authorize and direct the City of Spring Lake Park to remove and dispose of any signs and sign structures on which a Permit has been - issued but which was not renewed, if the owner does not remove the same within thirty (30) days following the expiration of the Permit.
- 2) To authorize and direct the City of Spring Lake Park to remove said sign and sign structure, at the expense of the applicant, where maintenance is not furnished, but only after a hearing and after notice of sixty (60) days, specifying the maintenance required by the City.
- 3) To provide any other additional information which may be required by the Building Inspection Department.

Mark J. Miller  
SIGNATURE OF APPLICANT

FOR OFFICE USE ONLY:\*\*\*\*\*

FEE: \$ 408.74

RECEIPT NUMBER: \_\_\_\_\_

DATE OF APPROVAL: \_\_\_\_\_ DATE OF ISSUE: \_\_\_\_\_

REASON FOR DENIAL: \_\_\_\_\_

ADDITIONAL REQUIREMENTS FOR SIGN PERMIT:

SQUARE FOOTAGE OF FRONT OF BUILDING: 1,200 sf

SQUARE FOOTAGE OF ALL EXISTING SIGNS: 72 sf

SQUARE FOOTAGE OF PROPOSED SIGN OR SIGNS: 287 sf (143.5 ft x 2)

INCLUDE A DRAWING SHOWING LOCATION AND MESSAGE ON SIGN.

IF YOU ARE NOT THE OWNER OF THE PROPERTY, INCLUDE A SIGNED LETTER FROM THE OWNER GIVING PERMISSION TO ERECT THE SIGN.

NOTE: ALL APPLICATIONS ARE DUE BY NOON ON THE TUESDAY PRECEEDING THE COUNCIL MEETING.

DRAWING:

$$\begin{array}{l} \text{proposed} \\ \hline 143.5 \end{array} \quad \$75 + \$129.37 = 204.37 \times 2 = \$408.74$$

$$\begin{array}{l} 360\text{ft} - 30\% \\ 72\text{ft} - \text{existing} \\ 287\text{ft} \quad \text{proposed} \\ \hline 1\text{ft Remaining} \end{array}$$

# **PROGRESSIVE®**

Gopher State Agency  
1633 County Road 10  
Spring Lake Park, MN 55432

Sign Permit Supporting Documents  
May – 2018





*Existing - will remain*

Current Building Signage = 3x24 (72 sf)  
Four (4) 3x6 Sign Faces = 72 total sf

763-786-6000

THINK DIGITAL SIGNS  
Auto - Home - Health - Life  
GREAT RATES  
763-427-9410

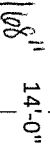
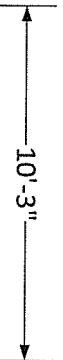
REMODELING  
612-669-6700



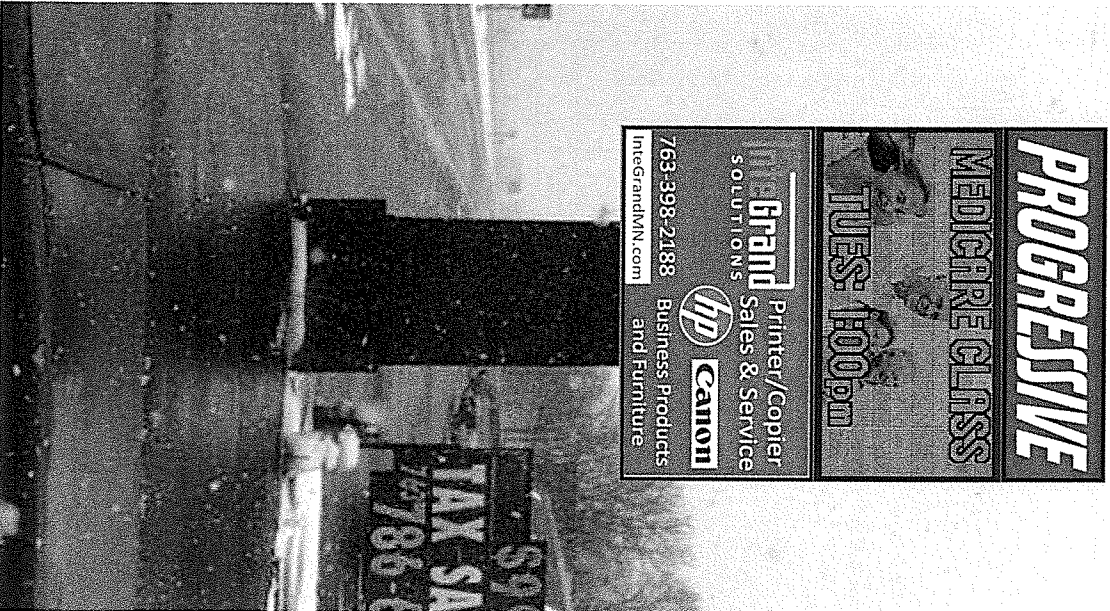


Proposed

143.5 sq ft  
287



|  |
|--|
| Overall Sign<br>14' x 10.25' (143.5 sf)<br>143.5 x 2 = 287 |
| 5x10 Message Center (50 sf)<br>(35% of sign)               |



| Measurement                           | Total |
|---------------------------------------|-------|
| Building Frontage                     | 1,200 |
| Overall Sign Allowance (30%)          | 360   |
| Building Signage                      | 72    |
| Pylon Sign Total (area of both sides) | 287   |
| Dynamic Signage                       | 50    |
| Dynamic Percentage                    | 34.8% |
| Total Signage                         | 359   |

10'-3"

Overall Sign  
14' x 10.25' (143.5 sf)  
143.5 x 2 = 287 sf

5x10 Message Center (50 sf)  
(35% of sign)

14'-0"

**PROGRESSIVE**

**MEDICARE CLASS**

**TUES: 1000pm**

**InteGrand SOLUTIONS** Printer/Copier Sales & Service

**hp** **Canon**

763-398-2188 Business Products and Furniture

InteGrandMN.com

City of Spring Lake Park  
1301 81st Avenue NE  
Spring Lake Park, MN 55432

Sign Permit

May 21, 2018

Sign Permit

Gopher State Agency

1633 Cty Hwy 10 NE



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FEE: \$ 408.74

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Gopher State Agency  
1633 County Road 10  
Spring Lake Park, MN 55432

Sign Permit Supporting Documents  
May – 2018





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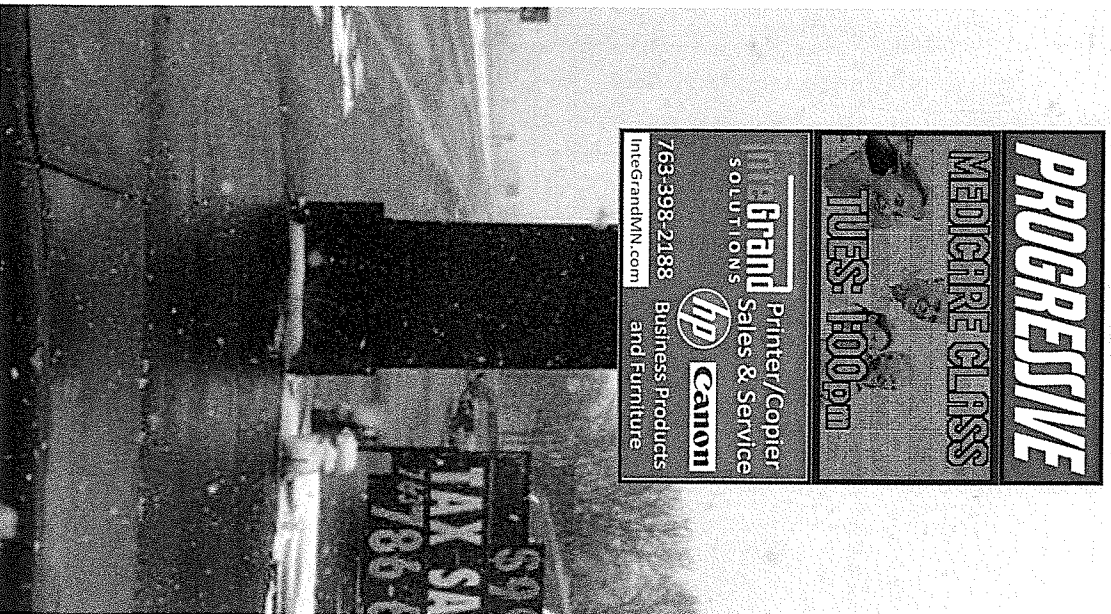
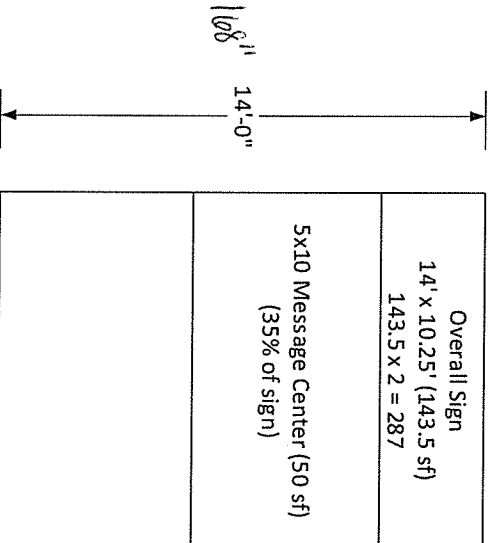
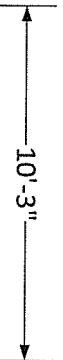
Remold Signs  
Auto - Home - Health - Life  
GREAT RATES  
763-427-9410





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**PROGRESSIVE**

**MEDICARE CLASS**

**TUES: 1000pm**

**InteGrand SOLUTIONS** Printer/Copier Sales & Service

**hp** **Canon**

763-398-2188 Business Products and Furniture

InteGrandMN.com



## Police Report

April 2018

Submitted for Council Meeting- May 21, 2018

The Spring Lake Park Police Department responded to five hundred and forty-three calls for service for the month of April 2018. This is compared to responding to four hundred and eighty calls for service in April 2017.

The Spring Lake Park Police Department participated in the "National Prescription Drug Take Back Day", on April 28, 2018. The police department received twenty pounds of prescription drugs that day to be destroyed. Although, the Spring Lake Park Police Department does maintain a prescription drug drop off box here at city hall and collects prescription drugs on a daily basis. Participating in the national events continues to provide more positive opportunities for our public to destroy unwanted prescription medications and keep these drugs off our streets and out of the hands of people that should not have them.

Investigator Baker reports handling forty-seven cases for the month of April 2018. Forty of these cases were felony in nature, four of these cases were gross misdemeanor in nature and three of these cases were misdemeanor in nature. Investigator Baker is also monitoring two forfeiture cases along with his current monthly case load and intends on bringing these cases to completion as soon as possible. Investigator Baker did note that his current case load is covering a wide spectrum of crimes from Motor Vehicle Thefts, Robbery's, Burglary's, Domestic's, Order for Protection Violations and general Frauds, which continue to challenge him on keeping up on statutory changes for all crimes. For further details, see Investigator Baker's attached report.

Officer Chlebeck, our School Resource Officer reports handling twelve calls for service at our local schools for the month of April 2018, along with conducting twenty-four student contacts, five escorts and eight follow up investigations into school related issues. Officer Chlebeck noted that school was in session for nineteen days this month and that he conducted four classroom presentations for Ms. Lightbody and Ms. Vincent's Health Classes focusing on online safety, criminal acts and social media safety in the digital world we live in. Officer Chlebeck was also able to attend the county wide School Resource Officers monthly meeting. For further details see Officer Chlebeck's attached report.

The Spring Lake Park Police Department Administrative Office Staff continue to remain steadfast in their duties, typing and imaging reports, filing, answering and dispensing phone calls for service and information, while continuing to address citizen concerns at our "Police Public Walk up- Window", along with other duties that may be assigned on a daily basis.

The month of April has been a busy month for myself as well, besides handling the day to day operations of the police department, I continue to attend meetings on a daily basis representing the City of Spring Lake Park and the Police Department. I did want to thank the Mayor and City Council for allowing myself, Sergeant Antoine and Sergeant Long to attend the Minnesota Chiefs of Police Executive Training Institute held in Duluth, Minnesota on April 22<sup>nd</sup> to April 25<sup>th</sup>. The training that we receive at this event is very beneficial for not only myself but also for Sergeant Antoine and Long as part of my succession planning for when the time comes for me to retire. So, again, thank you!

This will be the end of my report.

Are there any questions?



Investigator  
Brad Baker

# **Spring Lake Park Police Department**

## **Investigations Monthly Report**

**April 2018**

### **Total Case Load**

#### **Case Load by Level of Offense: 47**

|                          |           |
|--------------------------|-----------|
| <b>Felony</b>            | <b>40</b> |
| <b>Gross Misdemeanor</b> | <b>4</b>  |
| <b>Misdemeanor</b>       | <b>3</b>  |

#### **Case Dispositions:**

|                                   |           |
|-----------------------------------|-----------|
| <b>County Attorney</b>            | <b>1</b>  |
| <b>Juvenile County Attorney</b>   | <b>0</b>  |
| <b>City Attorney</b>              | <b>1</b>  |
| <b>Forward to Other Agency</b>    | <b>0</b>  |
| <b>SLP Liaison</b>                | <b>0</b>  |
| <b>Carried Over</b>               | <b>43</b> |
| <b>Unfounded</b>                  | <b>0</b>  |
| <b>Exceptionally Cleared</b>      | <b>1</b>  |
| <b>Closed/Inactive</b>            | <b>1</b>  |
| <b>Current active Forfeitures</b> | <b>2</b>  |

**Notes:**

## Spring Lake Park Police / School Resource Officer Report

### April 2018

| Incidents by School Location            | Reports (ICRs) | Student Contacts* | Escorts/Other | Follow Up Inv. |
|---|----------------|-------------------|---------------|----------------|
| Spring Lake Park High School            | 11             | 24                | 4             | 8              |
| Discovery Days (pre-school)             |                |                   |               |                |
| Lighthouse School                       |                |                   |               |                |
| Park Terrace Elementary School          |                |                   | 1             |                |
| District Office                         |                |                   |               |                |
| Able and Terrace Parks (School Related) |                |                   |               |                |
| School Related                          |                |                   |               |                |
| Miscellaneous Locations                 | 1              |                   |               |                |
| Totals:                                 | 12             | 24                | 5             | 8              |

| Breakdown of Reports (ICRs)                         |   |
|---|---|
| Theft reports (cellphones, iPods, bikes, etc...)    | 2 |
| Students charged with Assault or Disorderly Conduct | 3 |
| Students charged with other crimes                  |   |
| Non-students Charged                                |   |
| Warrant Arrests                                     |   |
| Miscellaneous reports                               | 7 |



## **RESOLUTION NO. 18-14**

### **A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR AN AUTO REPAIR FACILITY AT 1540 COUNTY ROAD 10 NE**

**WHEREAS**, Daniel Gelb has made application for a conditional use permit to allow an auto repair facility at 1540 County Highway 10 NE, located in the C-1 zoning district; and

**WHEREAS**, the property is legally described as follows:

Lot 9, Auditors Subdivision 152, subject to easement of record; and

**WHEREAS**, mailed and published notice of a public hearing to consider the proposed conditional use permit was given; and

**WHEREAS**, a public hearing to consider the proposed conditional use permit was held by the Planning Commission on April 23, 2018; and

**WHEREAS**, the Planning Commission has recommended approval of the conditional use permit, subject to conditions.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Spring Lake Park, Minnesota that the City Council hereby approves a conditional use permit to permit a auto repair facility at 1540 County Highway 10 NE, subject to the following conditions:

1. All vehicles waiting for repair or pick-up shall be stored within an enclosed building or in designated off-street parking spaces.
2. All work shall be performed within a completely enclosed building.
3. All vehicles parked or stored on site shall display a current license plate with a current license tab.
4. Outside storage of automobile parts or storage of inoperable or salvage vehicles shall be prohibited.
5. The sale of vehicles shall be prohibited.
6. The use shall employ best management practices regarding the venting of odors, gas and fumes. Such vents shall be located a minimum of ten feet above grade and shall be directed away from residential uses. All storage tanks shall be equipped with vapor tight fittings to eliminate the escape of gas vapors.
7. Waste containers are enclosed or inside the building, in accordance with City standards.
8. Landscaping of the boulevard along County Highway 10 in the southeastern part of the site will be restored to match other boulevard areas.
9. The applicant will stripe the parking lot to delineate parking spaces meeting City dimensional standards.
10. Proper parking will be provided and designated for visitors, customers, and employees in accordance to City and ADA standards.

11. The applicant will provide a drawing to the City Engineer illustrating revisions to the parking lot including striping, parking areas and boulevard landscaping prior to making improvements.
12. A certificate of occupancy must be obtained from the Code Enforcement Director prior to the start of use.

**BE IT FURTHER RESOLVED** that the request by the applicant to sell used automobiles from the site is hereby denied due to the fact that “Auto and marine; sales, leasing and rental” is not a permitted use in the C-1 zoning district pursuant to Appendix D of the Spring Lake Park Zoning Code.

The foregoing Resolution was moved for adoption by Councilmember.

Upon Vote being taken thereon, the following voted in favor thereof: Councilmembers

And the following voted against the same: .

Whereon the Mayor declared said Resolution duly passed and adopted the 21st day of May, 2018.

APPROVED BY:

---

Cindy Hansen, Mayor

ATTEST:

---

Daniel R. Buchholtz, City Administrator

|       |  |       |                               |
|-------|--|-------|-------------------------------|
| To:   | Planning Commission                      | From: | Phil Carlson, Katrina Nygaard |
|       | City of Spring Lake Park                 |       | Stantec                       |
| File: | Staff Report for 1540 County Road 10 CUP | Date: | April 18, 2018                |

**Reference:** 1540 County Road 10 CUP

## 1540 COUNTY ROAD 10 | CONDITIONAL USE PERMIT APPLICATION

Daniel L. Gelb of Northern Auto Repair, LLC (applicant) has submitted a Conditional Use Permit (CUP) application for the operation of a used car sales lot and auto repair facility. The application was filed on March 9, 2018 to the City of Spring Lake Park. This staff report identifies the background information about the property, provides an analysis of the proposed use, identifies issues and concerns with the proposed use, and includes a recommendation that the planning commission approve the application with conditions.

### BACKGROUND

The applicant has submitted a request for a conditional use permit at 1540 County Road 10 to allow for a used car sales lot and automobile repair business. The District Service Center is located on a six-acre site, adjacent to County Road 10, the city water tower, and Jerry's Floor Store (Figure 1). Currently, the site is vacant, though it has most recently been used as an automobile repair shop. This shop was closed and their conditional use permit revoked because of numerous complaints and violations on the site. Prior to the repair shop, the site was used for used automobile sales.

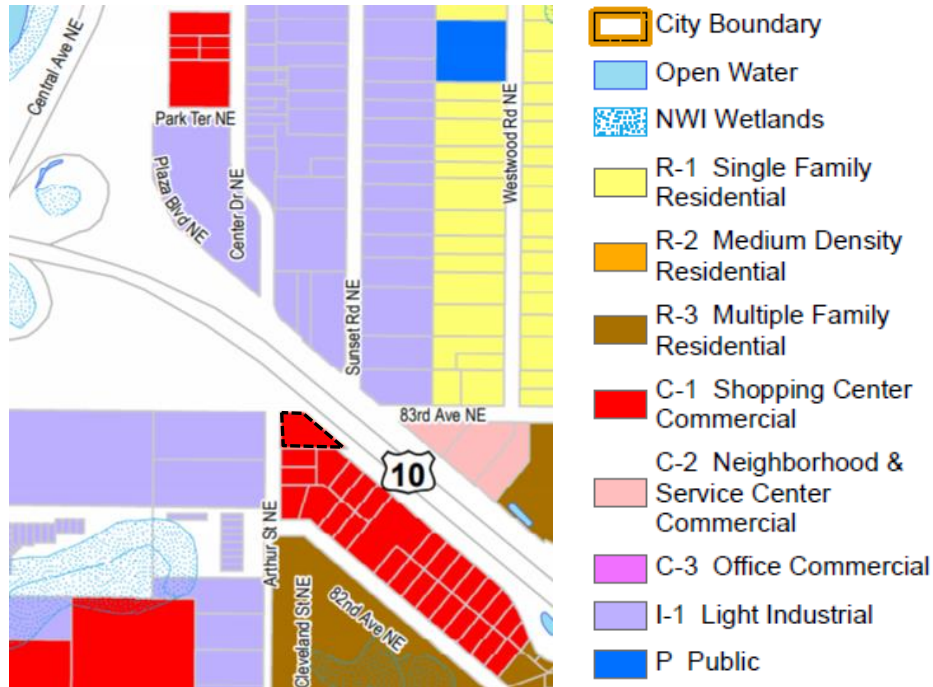
The property is zoned C-1 Shopping Center Commercial and guided Commercial on the 2030 Future Land Use Plan. The proposed automobile repair shop is a conditional use in the C-1 zoning district and consistent with the Comprehensive Plan (Figures 2 and 3). The proposed used automobile sales lot is prohibited in the C-1 zoning district.

The Conditional Use Permit will only apply to the use for the automobile repair shop, as a used automobile sales lot is prohibited.

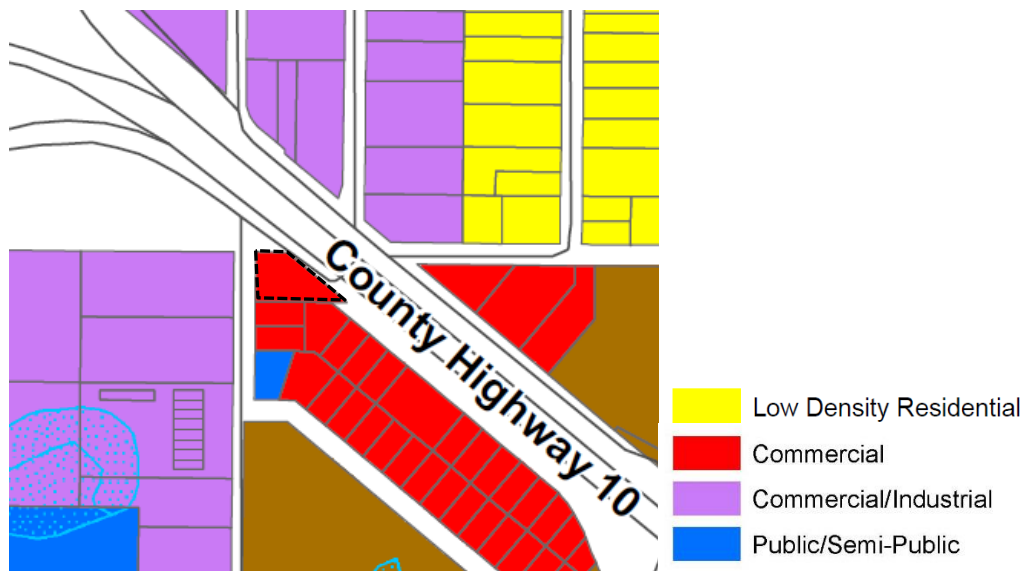


**Figure 1: Project Area**

**Reference: 1540 County Road 10 CUP**



**Figure 2: Zoning**



**Figure 3: 2030 Future Land Use**

**Reference:** 1540 County Road 10 CUP

## **ANALYSIS**

### **Conditional Use Permits**

Section §153.202 of the City of Spring Lake Park's zoning code outlines the requirements to approve a conditional use permit. This application has been analyzed with respect to those requirements, listed below.

**(1) The City Council may then authorize the conditional use permit, provided the applicant has provided evidence establishing the following:**

**(a) The proposed use at the particular location requested is necessary or desirable to provide a service or a facility which is in the interest of public convenience and will contribute to the general welfare of the neighborhood or community;**

The applicant states that the proposed use will stimulate the local economy and that the repair facility will be convenient. The applicant also notes that these uses have existed in the past, within the last ten years.

**(b) The use will not, under the circumstances of the particular case, be detrimental to the health, safety, morals, or general welfare of persons residing or working in the vicinity or injurious to property values or improvements in the vicinity;**

The applicant states that the use will be consistent with existing and past uses on the property. The location is already designed and built for auto-oriented maintenance and sales so no construction or renovations will be needed.

**(c) The proposed use will comply with the regulations specified in this chapter for the district in which the proposed use is to be located;**

The applicant states that the proposed use will comply with the zoning code. Auto repair shops are conditional uses in the C-1 Shopping Center Commercial District and are subject to this review, regardless of the proposed site. Although the applicant has requested a conditional use permit for a used automobile sales lot on the site, this type of use is prohibited in the C-1 district.

**(d) The use is one of the conditional uses specifically listed for the district in which it is to be located;**

Auto repair and maintenance facility: permitted as a conditional use in the C-1 Shopping Center Commercial District

Used automobile sales lot: not permitted in the C-1 Shopping Center Commercial District

See Appendix D: Schedule of Permitted Uses by District in the zoning code for reference.

**(e) The proposed use shall not have a detrimental effect on the use and enjoyment of other property in the immediate vicinity;**

The applicant states that the proposed use will have limited impact on neighboring properties. Surrounding properties are commercial in use and access to County Road 10 makes auto-oriented uses, such as a repair shop appropriate. Regardless of the use, the property must minimize negative impacts of Additional information about permitted uses, landscaping and boulevards, and waste management is included in the Issues and Concerns section of this memo.

**Reference: 1540 County Road 10 CUP**

**(f) The use will not lower property values or impact scenic views in the surrounding area;**

The use will be in the rear of the property and there are no proposed changes to the site. This use will have no impact on property values or scenic views in the area. Additional information about parking and landscaping are included in the Issues and Concerns section of this staff report.

**(g) Existing streets and highways and proposed access roads will be adequate to accommodate anticipated traffic;**

The applicant states in their application that existing roadways and access points on to Arthur Street NE will be adequate for the proposed use. Additional information about parking is included in the Issues and Concerns section of this staff report.

**(h) Sufficient off-street parking and loading space will be provided to serve the proposed use;**

Yes. The site has a large paved area that will be ample for parking requirements for the proposed use. In Appendix A: Schedule of Off-Street Parking and Loading Requirements, it is determined that an automobile repair shop must have 3 spaces per repair bay and 1 space per shift employee. Additional information about parking is included in the Issues and Concerns section of this staff report.

**(i) The use includes adequate protection for the natural drainage system and natural topography;**

The applicant proposes no physical changes to the site; stormwater runoff will not be increased by the proposed use.

**(j) The proposed use includes adequate measures to prevent or control offensive odor, fumes, dust, noise, or vibration so that none of these will constitute a nuisance; and**

The proposed use as an automobile repair shop may include offensive odors, fumes, dust, noise, or vibrations. Effective measures will be taken during the construction process and through proper shop design and ventilation to limit these nuisances. Additional information about waste management is included in the Issues and Concerns section of this staff report.

**(k) The proposed use will not stimulate growth incompatible with prevailing density standards.**

The proposed use at 1540 County Road 10 will not impact future growth or stimulate incompatible growth. Surrounding properties are zoned and guided commercial and industrial and the re-opening of an auto-oriented use on the site should have no impact on how or if neighboring properties redevelop.

**Reference: 1540 County Road 10 CUP**

### **Specific Development Standards**

Section §153.120.B of the City of Spring Lake Park's zoning code outlines specific requirements for auto maintenance and repair businesses in the city. Those requirements are listed below and have informed the proposed conditions outlined later in this report.

“(B) Auto and marine; service and repair.

- (1) All vehicles waiting for repair or pick-up shall be stored within an enclosed building or in designated off-street parking spaces.
- (2) All work shall be performed within a completely enclosed building.
- (3) All vehicles parked or stored on site shall display a current license plate with a current license tab. Outside storage of automobile parts or storage of inoperable or salvage vehicles shall be prohibited.
- (4) The sale of vehicles shall be prohibited, unless permitted by this chapter or allowed by conditional use.
- (5) The use shall employ best management practices regarding the venting of odors, gas and fumes. Such vents shall be located a minimum of ten feet above grade and shall be directed away from residential uses. All storage tanks shall be equipped with vapor tight fittings to eliminate the escape of gas vapors.
- (6) Any automobile service station activities shall be subject to the applicable standards for automobile convenience facilities.”

**Reference:** 1540 County Road 10 CUP

## **ISSUES AND CONCERNS**

Through the review of the application for the proposed used automobile sales lot and automobile repair shop, the City identified numerous potential issues. These issues are summarized below.

### **Permitted Uses**

The applicant has submitted a conditional use for both an auto repair shop and a used automobile sales lot. The C-1 Shopping Center District prohibits used automobile sales lots. This staff report and proposed conditions will only address the automobile repair shop.

### **Parking Lot**

Although the site has ample paved areas for parking, the lot is currently not striped, and it is unclear which areas of the lot are designated for automobile storage, visitors, and employees. The City of Spring Lake Park's parking requirements state that for automobile repair and maintenance facilities, businesses must provide 3 spaces per maintenance bay and 1 space per shift employee. Accessible parking spaces are also required.

Given that the 1540 County Road 10 property has 3 garages, each with 2 bays (a total of 6 bays) the applicant is required to provide 18 parking spaces for visitors. Assuming there are 4 shift employees at the facility at any time, this would bring the total required parking spaces to 22 spaces. The applicant will prepare a drawing for the City to review showing the proposed parking lot layout to ensure that all space requirements are met.

Proper parking lot striping, in accordance with City standards, will help to manage the automobiles and improve visual conditions on the site for neighboring properties and visitors.

### **Landscaping and Boulevards**

A second access to the service road for County Road 10, at the southeast end of the property, has been closed off to vehicular traffic with asphalt. On either side of this former access, the property features a grass planted boulevard. This closed access point should also be restored to a planted boulevard with grass to match adjacent street frontage and provide more visual consistency.

### **Waste Areas**

As stated in the City of Spring Lake Park's Code of Ordinances 153.XXX, trash and recycling areas for commercial properties need to be located inside the building or a proper enclosure. Currently, there are no enclosed waste areas on the site. Enclosed waste areas should be added to mitigate visual impacts of waste from the business.



**Reference: 1540 County Road 10 CUP**

## **RECOMMENDATION**

Staff recommends that Planning Commission recommend to the City Council approval of the application for a Conditional Use Permit to allow an automobile repair shop in the C-1 district with the following conditions:

### **Conditions described in Development Standards**

1. All vehicles waiting for repair or pick-up shall be stored within an enclosed building or in designated off-street parking spaces.
2. All work shall be performed within a completely enclosed building.
3. All vehicles parked or stored on site shall display a current license plate with a current license tab.
4. Outside storage of automobile parts or storage of inoperable or salvage vehicles shall be prohibited.
5. The sale of vehicles shall be prohibited.
6. The use shall employ best management practices regarding the venting of odors, gas and fumes. Such vents shall be located a minimum of ten feet above grade and shall be directed away from residential uses. All storage tanks shall be equipped with vapor tight fittings to eliminate the escape of gas vapors.

### **Additional Conditions**

7. Waste containers are enclosed or inside the building, in accordance to City standards.
8. Landscaping of the boulevard along County Road 10 in the southeastern part of the site will be restored to match other boulevard areas.
9. The applicant will stripe the parking lot to delineate parking spaces meeting City dimensional standards.
10. Proper parking will be provided and designated for visitors, customers, and employees, in accordance to City and ADA standards.
11. The applicant will provide a drawing to the City Engineer illustrating revisions to the parking lot including striping, parking areas, and boulevard landscaping prior to making improvements.

**STANTEC CONSULTING SERVICES INC.**

**Katrina Nygaard**  
Planner

Phone: (651) 967-4627  
Katrina.Nygaard@stantec.com





| For Office Use Only |               |
|---------------------|---------------|
| Case Number:        |               |
| Fee Paid:           | 500 + 1500.00 |
| Received by:        |               |
| Date Filed:         | 3/9/18        |
| Date Complete:      |               |
| Base Fee:           | 500           |
| Escrow:             | 1500          |

## DEVELOPMENT APPLICATION

| TYPE OF APPLICATION (Check All That Apply)  |   |  |
|---|---|--|
| <input type="checkbox"/> Appeal<br><input type="checkbox"/> Comprehensive Plan Amendment<br><input type="checkbox"/> Ordinance Amendment (Text)<br><input type="checkbox"/> Rezoning<br><input type="checkbox"/> Planned Unit Development | <input type="checkbox"/> Site Plan/Building Plan Review<br><input type="checkbox"/> Conceptual Plan Review<br><input checked="" type="checkbox"/> Conditional Use Permit<br><input type="checkbox"/> Variance<br><input type="checkbox"/> Street or Easement Vacation | <input type="checkbox"/> Minor Subdivision<br><input type="checkbox"/> Lot Combination<br><input type="checkbox"/> Preliminary Plat<br><input type="checkbox"/> Final Plat<br><input type="checkbox"/> Other _____ |
| PROPERTY INFORMATION  |   |  |
| Street Address: 1540 County Road 10 NE, Spring Lake Park, MN 55432  |   |  |
| Property Identification Number (PIN#): 01-30-24-14-0001   |   | Current Zoning: C-1  |
| Legal Description (Attach if necessary):  |   | LOT 9 AUD SUB NO 152, SUBJ TO EASE OF REC  |
| APPLICANT INFORMATION   |   |  |
| Name: Northern Auto Repair, LLC   |   | Business Name:   |
| Address: 9617 Oak Ridge Trail   |   |  |
| City: Minnetonka  | State: MN   | Zip Code: 55305  |
| Telephone: (612) 964-9617   | Fax:  | E-mail: dgelb9617@yahoo.com  |
| Contact: Daniel L. Gelb   |   | Title: Owner   |
| OWNER INFORMATION (if different from applicant)   |   |  |
| Name: Village Bank  |   | Business Name:   |
| Address:  |   |  |
| City:   | State:  | Zip Code:  |
| Telephone:  | Fax:  | E-mail:  |
| Contact:  |   | Title:   |
| DESCRIPTION OF REQUEST (attach additional information if needed)  |   |  |
| Existing Use of Property:   |   |  |
| Auto Repair Shop  |   |  |
| Nature of Proposed Use:   |   |  |
| Auto Repair Shop / Used Car Lot   |   |  |
| Reason(s) to Approve Request:   |   |  |
| Proposed use is in keeping with current use and will not be detrimental to surrounding properties (see attached worksheet)  |   |  |
| PREVIOUS APPLICATIONS PERTAINING TO THE SUBJECT SITE  |   |  |
| Project Name:   |   | Date of Application:   |
| Nature of Request:  |   |  |
|   |   |  |
|   |   |  |
| <b>NOTE:</b> Applications only accepted with ALL required support documents.<br>See City Code   |   |  |



## DRAFT PROCEEDINGS

Minutes of the Spring Lake Park Planning Commission regularly scheduled meeting held on April 23, 2018 at the Spring Lake Park Community Center, 1301 81<sup>st</sup> Avenue N.E., at 7:00 P.M.

### 1. Call to Order

Chairperson Hansen called the meeting to order at 7:00 P.M.

### 2. Roll Call

Members Present: Commissioners Smith, Bernhagen, Eischens, Cobbs, Dircks and Hansen

Members Absent: None

Staff Present: Building Official Brainard; Planner Nygaard; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Councilmember Delfs  
Barbara Goodboe-Bisschoff, Spring Lake Park  
Paddy Jones, Ham Lake  
Daniel Gelb, 9617 Oak Ridge Trail, Minnetonka  
Osman Musani, 14537 Lockslie Trail, Savage

### 3. Pledge of Allegiance

### 4. Approval of Minutes – February 26, 2018

MOTION BY COMMISSIONER SMITH, SECONDED BY COMMISSIONER EISCHENS, APPROVING THE MINUTES OF FEBRUARY 26, 2018. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

### 5. Public Hearing – Approval of Conditional Use Permit to Utilize the Property at 1540 County Road 10 NE as an Auto Repair Facility

City Planner Nygaard reported that Daniel L. Gelb of Northern Auto Repair, LLC submitted a Conditional Use Permit application for the operation of a used car sales and auto repair facility at 1540 County Road 10 NE. She reported that currently, the site is vacant, though it has most recently been used as an automobile repair shop. She reported that the existing repair shop was closed and the CUP was revoked because of numerous complaints and violations on the site. She noted that prior to the repair shop; the site was used for automobile sales.

Ms. Nygaard reported that the property is zoned C-1, Shopping Center Commercial and guided Commercial on the 2030 Future Land Use Plan. She reported that the proposed automobile repair shop is a conditional use in the C-1 zoning district and consistent with the Comprehensive Plan. She stated that proposed used automobile sales lot is prohibited in the C-1 zoning district. She stated the Conditional Use Permit will only apply to the use for the automobile repair shop, as a used automobile sales lot is prohibited.

Ms. Nygaard reported that although the site has ample paved areas for parking, the lot is currently not striped, and it is unclear which areas of the lot are designated for automobile storage, visitors, and employees. She stated that the city's parking requirements state for automobile repair and maintenance

facilities, businesses must provide three spaces per maintenance bay and one space per shift employee and accessible parking spaces are required.

Ms. Nygaard reported that given that the property has three garages, each with two bays (six bays total) the applicant is required to provide 18 parking spaces for visitors. She stated that assuming there are four shift employees at the facility at any time, this would bring the total required parking spaces to 22 spaces. She stated that the applicant will prepare a drawing for the City to review showing the proposed conditions on the site for neighboring properties and visitors.

Ms. Nygaard reported that a second access to the service road for County Road 10, at the southeast end of the property, has been closed off to vehicular traffic with asphalt. She stated that on either side of this former access, the property features a grass planted boulevard. She stated that the closed access point should also be restored to a planted boulevard with grass to match adjacent street frontage and provide more visual consistency.

Ms. Nygaard recommended approval of the application for a Conditional Use Permit to allow an automobile repair shop in the C-1 district with the following conditions:

1. All vehicles waiting for repair or pick-up shall be stored within an enclosed building or designated off-street parking spaces.
2. All work shall be performed within a completely enclosed building.
3. All vehicles parked or stored on site shall display a current license plate with a current license tab.
4. Outside storage of automobile parts or storage of inoperable or salvage vehicles shall be prohibited.
5. The sale of vehicles is prohibited.
6. The use shall employ best management practices regarding the venting of odors, gas and fumes. Such vents shall be located a minimum of ten feet above grade and shall be directed away from residential uses. All storage tanks shall be equipped with vapor tight fittings to eliminate the escape of gas vapors.
7. Waste containers are enclosed or inside the building, in accordance to City standards.
8. Landscaping of boulevard along County Road 10 in the southeastern part of the site will be restored to match other boulevard areas.
9. The applicant will stripe the parking lot to delineate parking spaces meeting City dimensional standards.
10. Proper parking will be provided and designated for visitors, customers, and employees, in accordance to City and ADA standards.
11. The applicant will provide a drawing to the City Engineer illustrating revisions to the parking lot including striping, parking areas, and boulevard landscaping prior to making improvements.

Chairperson Hansen opened the public hearing at 7:09 PM.

Applicant Daniel Gelb addressed the Commission. He stated that he has no issues or concerns with the proposed conditions of the CUP. He stated that at a later date he would like to apply for the ability to operate a used car sales facility on the site as the property is large enough. He stated that he feels it would add value to the repair business and allow for new customers.

Commissioner Smith inquired if Mr. Gelb was the current owner and operator of the property. Mr. Gelb stated that Village Bank currently owns the property but he has a purchase agreement on the property and will be the owner and operator.

Commissioner Smith expressed his concern with the lack of upkeep on the property by the former owner and the numerous violations that occurred on the property. Mr. Gelb assured the Commission that he is a

professional investor and owns several commercial properties. He stated that he would like to see the fines for the cleanup on the property be assessed to the property and paid during the closing process.

Building Official Brainard suggested that a condition to the CUP be added to include a requirement of a Certificate of Occupancy inspection before the business can open. He stated that this condition would ensure that the site will be cleaned up and all existing debris be removed.

Administrator Buchholtz stated that this particular property has been a concern for the city for a long time. He stated that numerous administrative tickets have been issued along with many thousands of dollars assessed to the property for the unpaid fines.

Mr. Gelb stated that if the CUP were approved, he would request Building Official Brainard to perform an inspection of the property with him of the items that need correction and immediate attention.

Building Official Brainard inquired if the new auto repair shop will accept inoperable vehicles or auction vehicles. Mr. Gelb stated that all vehicles would be operable and many would come from his other car businesses for repair as well as new customers from the community.

Mr. Gelb inquired if the City could clean up the site prior to him taking ownership and assess the clean-up fees to the property to be paid at closing. Administrator Buchholtz explained that the City would need to go through many steps including acquiring an Administrative Warrant to enter onto the property and start the clean-up process. He noted that the process would not a fast one and the process would delay the closing. He stated that a Certificate of Occupancy inspection is a better process to follow.

Chairperson Hansen inquired as to when Mr. Gelb would be closing on the property. Mr. Gelb stated that the closing could take place early in the month of May. He stated that he would like Building Official Brainard to conduct an inspection of the property with him as soon as possible.

Mr. Brainard stated that he understands the frustrations that everyone feels with this property and he has enforced the Code as much as he possibly could. He stated that he is looking forward to a new owner who will clean up the property and follow the conditions of the CUP.

Chairperson Hansen asked the Mr. Brainard provide a follow up report to the Commission on the status of the clean-up and how the business is progressing once Mr. Gelb take ownership.

Barbara Goodboe-Bisschoff, 8309 Monroe Street NE, inquired to Mr. Gelb if he is intending on selling cars at the location and confirmed that the current City Code does not allow for a car sales lot unless the building is enclosed. Mr. Gelb stated his application at this time is for a CUP for auto repair. He stated that he would more than likely ask for permission for car sales at a later date.

Chairperson asked for any additional discussion from the floor. Hearing none, Chairperson Hansen closed the public hearing.

MOTION MADE COMMISSIONER EISCHENS, SECONDED BY DIRCKS TO CLOSE THE PUBLIC HEARING. ROLL CALL VOTE: ALL AYES. MOTION CARRIED. HEARING CLOSED AT 7:35 PM.

MOTION MADE BY COMMISSIONER EISCHENS, SECONDED BY COMMISSIONER DIRCKS TO RECOMMEND APPROVAL OF CONDITIONAL USE PERMIT TO UTILIZE THE PROPERTY AT 1540 COUNTY ROAD 10 NE AS AN AUTO REPAIR FACILITY WITH THE FOLLOWING CONDITIONS AND FRIENDLY AMENDMENT: (1) ALL VEHICLES WAITING FOR REPAIR OR PICK-UP SHALL BE STORED WITHIN AN ENCLOSED BUILDING OR DESIGNATED OFF-STREET PARKING SPACES; (2) ALL WORK SHALL BE PERFORMED WITHIN A COMPLETELY ENCLOSED BUILDING; (3) ALL VEHICLES PARKED OR STORED ON SITE SHALL DISPLAY A CURRENT LICENSE PLATE WITH A CURRENT LICENSE TAB; (4) OUTSIDE STORAGE OF AUTOMOBILE PARTS OR STORAGE OF INOPERABLE OR SALVAGE VEHICLES SHALL BE PROHIBITED; (5) THE SALE OF VEHICLES IS PROHIBITED; (6) THE USE SHALL EMPLOY BEST MANAGEMENT PRACTICES REGARDING THE VENTING OF ODORS, GAS AND FUMES. SUCH VENTS SHALL BE LOCATED A MINIMUM OF TEN FEET ABOVE GRADE AND SHALL BE DIRECTED AWAY FROM RESIDENTIAL USES. ALL STORAGE TANKS SHALL BE EQUIPPED WITH VAPOR TIGHT FITTINGS TO ELIMINATE THE ESCAPE OF GAS VAPOR; (7) WASTE CONTAINERS ARE ENCLOSED OR INSIDE THE BUILDING, IN ACCORDANCE TO CITY STANDARDS; (8) LANDSCAPING OF BOULEVARD ALONG COUNTY ROAD 10 IN THE SOUTHEASTERN PART OF THE SITE WILL BE RESTORED TO MATCH OTHER BOULEVARD AREAS; (9) THE APPLICANT WILL STRIPE THE PARKING LOT TO DELINEATE PARKING SPACES MEETING CITY DIMENSIONAL STANDARDS; (10) PROPER PARKING WILL BE PROVIDED AND DESIGNATED FOR VISITORS, CUSTOMERS, AND EMPLOYEES, IN ACCORDANCE TO CITY AND ADA STANDARDS; (11) THE APPLICANT WILL PROVIDE A DRAWING TO THE CITY ENGINEER ILLUSTRATING REVISIONS TO THE PARKING LOT INCLUDING STRIPING, PARKING AREAS, AND BOULEVARD LANDSCAPING PRIOR TO MAKING IMPROVEMENTS (12) A CERTIFICATE OF OCCUPANCY MUST BE OBTAINED PRIOR TO BUSINESS OPENING. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

#### 7. Other

Administrator Buchholtz reminded the Commission and the public of the Comprehensive Plan Open House on Tuesday, April 24, 2018 from 6:00 PM – 8:00 PM.

#### 8. Adjourn

MOTION BY COMMISSIONER DIRCKS, SECONDED BY COMMISSIONER SMITH TO ADJOURN. VOICE VOTE: ALL AYES. MOTION CARRIED.

The meeting adjourned at 7:36 PM.



9. Ordinances and/or Resolutions

A. Resolution 18-14 Approving a Conditional Use Permit for An Auto Repair Facility at 1540 County Road 10 NE

Administrator Buchholtz reported that Daniel L. Gelb of Northern Auto Repair, LLC submitted a Conditional Use Permit application for the operation of a used car sales and auto repair facility at 1540 County Road 10 NE. He reported that currently, the site is vacant, though it has most recently been used as an automobile repair shop. He reported that the existing repair shop was closed and the CUP was revoked because of numerous complaints and violations on the site. He noted that prior to the repair shop; the site was used for automobile sales.

Administrator Buchholtz reported that the property is zoned C-1, Shopping Center Commercial and guided Commercial on the 2030 Future Land Use Plan. He reported that the proposed automobile repair shop is a conditional use in the C-1 zoning district and consistent with the Comprehensive Plan. He stated that proposed used automobile sales lot is prohibited in the C-1 zoning district. He stated the Conditional Use Permit will only apply to the use for the automobile repair shop, as a used automobile sales lot is prohibited.

Administrator Buchholtz reported that although the site has ample paved areas for parking, the lot is currently not striped, and it is unclear which areas of the lot are designated for automobile storage, visitors, and employees. He stated that the city's parking requirements state for automobile repair/maintenance facilities, businesses must provide three spaces per maintenance bay and one space per shift employee, and accessible parking spaces are required.

Administrator Buchholtz reported that given that the property has three garages, each with two bays (six bays total) the applicant is required to provide 18 parking spaces for visitors. He stated that assuming there are four shift employees at the facility at any time, this would bring the total required parking spaces to 22 spaces. He stated that the applicant will be required to prepare a drawing for the City to review showing the proposed conditions on the site for neighboring properties and visitors.

Administrator Buchholtz reported that a second access to the service road for County Road 10, at the southeast end of the property, has been closed off to vehicular traffic with asphalt. He stated that on either side of this former access, the property features a grass planted boulevard. He stated that the closed access point should also be restored to a planted boulevard with grass to match adjacent street frontage and provide more visual consistency.

Administrator Buchholtz stated that the Planning Commission held a public hearing and recommended approval of the application for a Conditional Use Permit to allow an automobile repair shop in the C-1 district with the following conditions:

1. All vehicles waiting for repair or pick-up shall be stored within an enclosed building or designated off-street parking spaces.
2. All work shall be performed within a completely enclosed building.
3. All vehicles parked or stored on site shall display a current license plate with a current license tab.
4. Outside storage of automobile parts or storage of inoperable or salvage vehicles shall be prohibited.
5. The sale of vehicles is prohibited.
6. The use shall employ best management practices regarding the venting of odors, gas and fumes. Such vents shall be located a minimum of ten feet above grade and shall be directed away from residential uses. All storage tanks shall be equipped with vapor tight fittings to eliminate the escape of gas

vapors.

7. Waste containers are enclosed or inside the building, in accordance to City standards.
8. Landscaping of boulevard along County Road 10 in the southeastern part of the site will be restored to match other boulevard areas.
9. The applicant will stripe the parking lot to delineate parking spaces meeting City dimensional standards.
10. Proper parking will be provided and designated for visitors, customers, and employees, in accordance to City and ADA standards.
11. The applicant will provide a drawing to the City Engineer illustrating revisions to the parking lot including striping, parking areas, and boulevard landscaping prior to making improvements.
12. A Certificate of Occupancy must be obtained from the Code Enforcement Director prior to the start of use.

Mr. Gelb reported to the Council that he had met with Mr. Brainard and they had reviewed the required improvements needed.

Acting Mayor Nelson inquired if Mr. Gelb understands the conditions of the CUP and stated he hopes that the new ownership is proactive and improvements made.

Councilmember Goodboe-Bisschoff inquired as to how many parking spaces will be available and the conditions will be in place for when vehicles can be dropped off for repairs. Administrator Buchholtz stated that 22 parking spaces are required. He reported that currently there are no City Code standards for specific drop off times for vehicles. He stated that a condition could be added to the CUP for drop off hours.

Councilmember Delfs inquired as to who will be running the new repair shop. Mr. Gelb stated that Omar Musani and a manager will be operating the new business.

Councilmember Wendling inquired if any excess vehicles will be stored on site since Mr. Gelb owns several automotive operations. Mr. Gelb stated that the vehicles will leave this location as soon as they are completed and no excess vehicles will be stored.

Acting Mayor Nelson inquired on the timeframe for the opening of the new business and the corrections of the conditions with the CUP. Mr. Gelb stated that the closing is scheduled for the end of July, as that is the end of redemption period of the existing owner. Administrator Buchholtz reminded the Council that that CUP runs with the land and if no action were done within one year of the approval of the CUP, the permit would not be valid.

Councilmember Delfs stated that this new business would be the eighth auto repair business to open within the three surround cities and inquired if the Council should consider if there is a need for another auto repair business.

Councilmember Wendling stated that the area is zoned C-1 for commercial use and feels that car repair businesses are a viable business in the city. Acting Mayor Nelson stated that any limitations would require a change in zoning. He agreed that there are many auto repair businesses; but stated that the present is not the appropriate time to discuss a zoning change.

**MOTION MADE BY COUNCILMEMBER WENDLING TO APPROVE RESOLUTION 18-14  
APPROVING A CONDITIONAL USE PERMIT FOR AN AUTO REPAIR FACILITY AT 1540  
COUNTY ROAD 10 NE WITH THE FOLLOWING CONDITIONS: : (1) ALL VEHICLES WAITING**

FOR REPAIR OR PICK-UP SHALL BE STORED WITHIN AN ENCLOSED BUILDING OR DESIGNATED OFF-STREET PARKING SPACES; (2) ALL WORK SHALL BE PERFORMED WITHIN A COMPLETELY ENCLOSED BUILDING; (3) ALL VEHICLES PARKED OR STORED ON SITE SHALL DISPLAY A CURRENT LICENSE PLATE WITH A CURRENT LICENSE TAB; (4) OUTSIDE STORAGE OF AUTOMOBILE PARTS OR STORAGE OF INOPERABLE OR SALVAGE VEHICLES SHALL BE PROHIBITED; (5) THE SALE OF VEHICLES IS PROHIBITED; (6) THE USE SHALL EMPLOY BEST MANAGEMENT PRACTICES REGARDING THE VENTING OF ODORS, GAS AND FUMES SUCH, VENTS SHALL BE LOCATED A MINIMUM OF TEN FEET ABOVE GRADE AND SHALL BE DIRECTED AWAY FROM RESIDENTIAL USES. ALL STORAGE TANKS SHALL BE EQUIPPED WITH VAPOR TIGHT FITTINGS TO ELIMINATE THE ESCAPE OF GAS VAPOR; (7) WASTE CONTAINERS ARE ENCLOSED OR INSIDE THE BUILDING, IN ACCORDANCE TO CITY STANDARDS; (8) LANDSCAPING OF BOULEVARD ALONG COUNTY ROAD 10 IN THE SOUTHEASTERN PART OF THE SITE WILL BE RESTORED TO MATCH OTHER BOULEVARD AREAS; (9) THE APPLICANT WILL STRIPE THE PARKING LOT TO DELINEATE PARKING SPACES MEETING CITY DIMENSIONAL STANDARDS; (10) PROPER PARKING WILL BE PROVIDED AND DESIGNATED FOR VISITORS, CUSTOMERS, AND EMPLOYEES, IN ACCORDANCE TO CITY AND ADA STANDARDS; (11) THE APPLICANT WILL PROVIDE A DRAWING TO THE CITY ENGINEER ILLUSTRATING REVISIONS TO THE PARKING LOT INCLUDING STRIPING, PARKING AREAS, AND BOULEVARD LANDSCAPING PRIOR TO MAKING IMPROVEMENTS (12) A CERTIFICATE OF OCCUPANCY MUST BE OBTAINED PRIOR TO BUSINESS OPENING. ROLL CALL VOTE: COUNCILMEMBER WENDLING – AYE, COUNCILMEMBER DELFS –NAY, COUNCILMEMBER GOODBOE-BISSCHOFF –NAY; ACTING MAYOR NELSON – AYE. MOTION FAILED.

Councilmember Delfs asked that the discussion be tabled until the May 21, 2018 City Council meeting.

Mr. Gelb stated that he is willing to answer any questions or concerns of the Councilmembers. He stated that he is committed to running a professional business.

Attorney Thames reminded the City Councilmembers that it is their duty to evaluate the application under the current CUP conditions and they are free to discuss matters of concern to try to reach a majority vote this evening or the item be tabled to future meeting. He stated that a second vote would require specific violations for code violations for a reason for denial. He stated that as long as the requirements and standards fit the use, the Council is obligated to vote.

Administrator Buchholtz stated that he would send the 60-day extension letter dated May 7, 2018 since a consensus could not be reached at the meeting.

MOTION MADE BY ACTING MAYOR NELSON TO TABLE THE APPROVAL OF RESOLUTION 18-14 APPROVING A CONDITIONAL USE PERMIT FOR AN AUTO REPAIR FACILITY AT 1540 COUNTY ROAD 10 NE UNTIL MAY 21, 2018. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Resolution 18-15 Approving G.O. Equipment Certificates of Indebtedness, Series 2018A to be Issued by the City of Blaine

Administrator Buchholtz presented the resolution authorizing the City of Blaine to issue general obligation equipment certificates of indebtedness to finance various equipment for municipal fire protection and firefighting purposes with a pledge of repayment from Spring Lake Park and Mounds View. He stated that





City of Spring Lake Park  
Engineer's Project Status Report

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To: Council Members and Staff  
From: Phil Gravel

Re: **Status Report for 5.7.18 Meeting**  
File No.: R-18GEN

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**Note:** Updated information is shown in *italics*.

**MS4 Permit (193802936).**

Annual report and annual public meeting will be completed in June (Annual report due June 30<sup>th</sup>). Annual Training will be completed in the fall.

**Surface Water Management Plan (193803949).**

Detailed storm water modeling has been completed. We are currently using the storm water model to evaluate proposed conditions to see what can be done to reduce flooding in these areas. A summary report will be presented later this summer with the LSWMP is updated.

**2017 Sanitary Sewer Lining Project (193803782).**

This project included sanitary sewer lining in the neighborhood east of Able Street and north of 81<sup>st</sup> Avenue. The Contractor was Visu-Sewer. Terry Randall is working on follow-up items.

**2018 Sanitary Sewer Lining Project (193804547).**

This project includes sewer lining in the northeast area of the city. *Construction Contracts have been mailed to Insituform. Once they are signed and approved, a Preconstruction conference will be scheduled.*

**2017-2018 Street Seal Coat Project (193803783).**

This 2-year project includes street maintenance in the neighborhood north of 81<sup>st</sup> Ave. and west of Monroe St. (2017) and in the neighborhood east of Monroe St., south of 81<sup>st</sup> St. and west of TH 65 (2018). Terry Randall will coordinate 2018 work this summer.

**Wells 4 and 5 (193804554):** *Beginning preparation of plans and specifications.* The timeline for rehabilitating the wells will be late summer for Well 4 and autumn for Well 5.

**Water Supply Plan:** *Terry Randall, Nancy Kelm, and Mark Janovec from Stantec worked together to compile additional information requested from the Minnesota Department of Natural Resources (DNR) for the city's Water Supply Plan. We are expecting that the DNR will be able to approve the plan based on the new information provided.*

**Wellhead Protection Plan:** Well survey responses have been reviewed and compiled. The results of the survey, along with other wellhead protection activities in the past two years, will be included in a Plan Evaluation Report which will be provided to the Minnesota Department of Health (MDH). *A letter requesting the 10-year extension to the Plan will be sent to MDH.*

**Buchanan Street Parking Lot:** Staff is working on the idea of possibly construction a small parking lot on the city owned lot on Buchanan Street south of 81<sup>st</sup> Avenue. A cost estimate has been prepared. The Administrator will discuss options the commercial property on Buchanan.

**Other issues/projects.**

Still working with cellular companies (Verizon and AT&T) regarding facilities on the water towers.

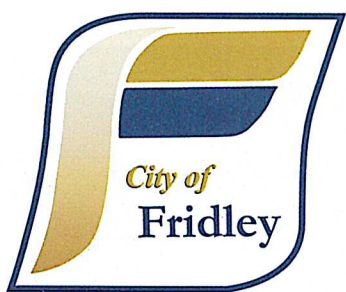
Feel free to contact Harlan Olson, Phil Carlson, Jim Engfer, Mark Rolfs, Marc Janovec, Peter Allen, or me if you have any questions or require any additional information.



# **CORRESPONDENCE**







# Fridley

## COMMUNITY CONNECTION

MAY/JUNE 2018  
NO. 212

**We believe in a Fridley that is a safe, vibrant, friendly and stable home for families and businesses.**

6431 University Avenue NE  
Fridley, MN 55432  
phone: (763) 571-3450  
[www.FridleyMN.gov](http://www.FridleyMN.gov)  
email: [info@FridleyMN.gov](mailto:info@FridleyMN.gov)

Mayor – Scott J. Lund

Councilmember-at-Large – Robert L. Barnette

Councilmember 1st Ward – James T. Saefke

Councilmember 2nd Ward – Dolores M. Varichak

Councilmember 3rd Ward – Ann R. Bolkcom

City Manager – Wally Wysopal

## What's Inside

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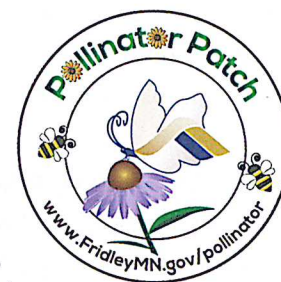


## A Pollinator-Friendly Fridley

Did you know that Minnesota is home to over 350 native species of bees? Bees, along with butterflies and some species of birds and bats, play an important role in our economy and ecosystem as pollinators. Animal pollinators are responsible for 75% of flowering plants and one-third of our food and drink production. However, many pollinator species are declining due to habitat loss, poor nutrition, pesticide use and pathogens.

Pollinators thrive when they have access to native flowers and pesticide-free environments. In recognition of the importance of pollinators, the City Council recently declared Fridley as a Pollinator-Friendly Community. Be on the lookout for more pollinator-friendly gardens in Fridley parks.

**You can help!** Lawns are a huge part of our urban ecosystem. Consider planting a pollinator patch in your own yard to support our bees and butterflies. Native, pollinator-friendly plants also provide more water quality benefits and carbon sequestration than exotic plants. Check out [www.FridleyMN.gov/pollinator](http://www.FridleyMN.gov/pollinator) for more information about pollinators and simple steps for making your lawn more pollinator friendly.



Interested in combining your pollinator patch with a rain garden? Check out our July issue for more information.



## Fridley Awarded Tree City USA

May is Arbor Month, and a great time to plant a tree! In celebration of trees, we are pleased to be awarded Tree City USA status for 2017, a recognition of our commitment to enhancing Fridley's urban forest.

Trees can increase your property value, lower your energy use and improve air and water quality.



**Time to start planning...**



**NIGHT to UNITE!**  
Neighbors Joining Together

**Tuesday, August 7, 2018**

**Heart Safe Fridley**

Trained Police Officers and Firefighters will be demonstrating community CPR and the importance of immediate action during a sudden cardiac event.

Register for your neighborhood block party online:  
[FridleyMN.gov/NightToUnite](http://FridleyMN.gov/NightToUnite)  
\*Registration is required to request a visit from police, fire or city officials.

Questions? Call Courtney Miller at 763-572-3626 or email [FridleyPolice@FridleyMN.gov](mailto:FridleyPolice@FridleyMN.gov)

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City of Spring Lake Park  
1301 81st Ave NE  
Spring Lake Park MN 55432-2188





## Who are the people in your neighborhood?

### Who's Knocking? If you live in SE Fridley, it might be a city appraiser.

City appraisers hit the streets in May. Homes are visited every 5 years, and this year the concentration is on the southeast corner of the city, south of Hathaway Lane and east of Central Avenue.

#### What does an appraiser do and why?

Appraisers go house-to-house, door-to-door and collect information about your home. They are taking notes about the condition of your property and confirming housing records (things like the number of bedrooms and bathrooms). This information is used to estimate market value for property taxes payable in 2020.

#### When will appraisers be visiting?

Appraisers will visit those homes in the SE section of the city beginning in May and continuing throughout the summer. Inspections take place Monday-Friday, 9:00 a.m. – 4:00 p.m.

#### Will I know when appraisers are coming?

Yes. You will receive a postcard 7-10 days before they visit to let you know they will be in the area soon.

#### Do I need to be home during the visit?

No. Appraisers will knock on your door before conducting any inspection. If you are not home, they will leave a tag on your door to let you know they were there. This notice will indicate any further action needed, if any.

#### What can I expect? How do I know it is actually a city assessor?

All city appraisers drive city vehicles and carry city identification badges, which they show you as soon as you come to the door. Be safe and always ask to see this photo id badge.

#### Will they need to come inside?

City appraisers will conduct an exterior inspection of your home on the date of this visit and gather data such as siding and window type, verify the style and sketch of the home, and make note of any depreciation or new improvements. Sometimes an interior inspection is required.

If you are not home when an appraiser arrives and an interior inspection is needed, they will leave a tag on your door with a number to call to set up an appointment time. Appraisers will do their best to accommodate your busy schedule with early morning and late afternoon appointments when needed. The interior inspection usually takes less than ten or fifteen minutes. During this time, they verify the number of bedrooms, bathrooms, finished areas in the lower level or basement and general condition of cabinetry, fixtures and finish surfaces. They are happy to answer any valuation or classification questions you may have regarding your home as well.

#### Questions?

If you have any questions in advance of an appraiser visit, please contact Patrick Maghrak, Residential Appraiser, at 763-572-3536 or Mary Smith, Assessor, at 763-572-3537.

## Partnering for a Safer, Cleaner Neighborhood

Picture this: It is a beautiful June day. The sun is shining, the birds are chirping, a city inspector is walking down the street with a clipboard. Before you shout "Oh no!"—don't panic, your beautiful day is not ruined. This inspector is here to help. Fridley has regulations surrounding the look and condition of the outside appearance of your home and yard. It is a great tool in detouring crime and keeping neighborhood peace.

This summer, a city intern will be making their way around the city, helping to educate homeowners. These systematic inspections check for things like extra-long grass, broken fences and inoperable vehicles.

#### What to expect:

- If the inspector notices a concern, a courtesy notice will be mailed out with a friendly reminder of the city code, and a timeline of 15 days to address it.
- Another common letter to receive over the summer is a "Weed Letter." This letter is more urgent than a courtesy notice, as grass can grow very fast. Weed letters are sent to properties where

the majority of the grass or weeds exceed 10 inches. A weed letter will give the property owner 10 days to have the area cut to less than 10 inches. If the grass/weeds have not been mowed/trimmed, a contractor is sent to mow the property and the owner is invoiced for the cost of such service, as well as abatement administrative costs. The property is then on a regular mowing schedule until the owner asks to have it removed.

Confused on the letter or the issue? Not sure what to do? Call us! We are here to help.

#### Helpful Tips:

Here are some helpful tips on how you can prevent receiving a letter.

1. Take advantage of the city recycling events on May 12 and July 14. These events are perfect for getting rid of that mattress that has been sitting around. Residents can look for a mailing with coupons or visit the City website for more details.



2. Review common codes on the city website. The top violations inspectors see are outdoor storage, parking on grass, inoperable vehicles, long grass, and garbage cans improperly stored.
3. Ask questions! Not sure where you can store your boat? Wondering if you can have a natural landscape? Call the Neighborhood Preservation Specialist at (763) 572-3598 and ask. We would love to hear from you.

Remember that systematic inspections are nothing to be afraid of. They are part of reminding residents of city codes and helping clean up the city. So when you see an inspector this summer wave and say "Hello!"



# What to Expect on Fridley Streets this Summer:

## 69th Avenue and Anoka St:

The 0.65 miles east of Central Avenue is scheduled to be under construction from June through September. The city will be removing and replacing asphalt, broken and settled curbs, fire hydrants; and reducing the width of the current roadway. These improvements will help lower maintenance costs including plowing needs and traffic speed reduction and will add a new shared use trail.

## West Moore Lake Drive:

The project, scheduled for June through August, will include pavement rehabilitation; adding a 10 foot multi-use trail on the west side of the street from Medtronic Parkway to 61st Avenue; establishing bike lanes on the north and south side of the roadway from 61st Avenue to Hwy 65; and utility improvements.

## Highway 65 and West Moore Lake Drive:

The city will be replacing 1,300 feet of water main pipe prior to MnDOT installing a new storm sewer in this area. Intermittent short-term road and land closures are expected in May and June. There will be a shoulder closure on southbound Hwy 65 north of Moore Lake Drive and lane restrictions on the frontage road along west Hwy 65 during this project.

## Street Seal Coating

Seal coating will take place throughout the summer on selected streets north of Locke Lake between University Avenue NE and the Mississippi River. Construction impacts will be limited to 1-2 hours on respective streets.

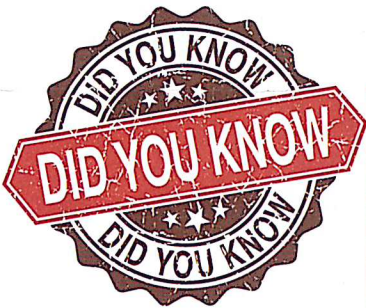
## Stonybrook Drainage Improvements

Fridley's flood control project will add a storm sewer interceptor on Craigbrook Way from East River Road to Alden Way. Construction impacts will include partial closures and short detours of East River Road, Craigbrook Way, and Alden Way.

## East River Road Resurfacing

Anoka County will be resurfacing East River Road from Charles Street to Rice Creek Way this season. The project also includes limited drainage repair.

If you reside in an area affected by one of these projects, you have or will receive a mailed notice. You can also check for Construction Updates at [FridleyMN.gov/streetprojects](http://FridleyMN.gov/streetprojects), or by calling 763-572-3554.



It is significantly cheaper to maintain streets with surface seal and minor rehabilitation than it is to wait until major repairs are needed. Maintained roads can remain in good condition for 30+ years. Roads that are not regularly maintained will start to see significant decline after 8-10 years and will require major rehabilitation around the 25-year mark. Fridley works hard to combat the increasing costs of maintenance and age repairs with a regular schedule that targets declining conditions.

# The Buzz about Bees (and Chickens, too)

Do you have an interest in beekeeping? This hobby has recently grown in popularity, and several residents have asked about the possibility of having bee colonies at their homes. In response, the City Council amended Fridley's animal control law to allow for the keeping of chickens and bees with a city license.

## What you need for a license:

- Proof of completion of an educational program on raising and keeping chickens or bees.
- A site plan of the property showing the location, size and setback requirements. (The chicken coop or bee colony must be located in the backyard and must be a minimum of 30 feet from all adjacent property lines.)
- A diagram or photograph of proposed coop and run, or bee colony.
- Information on proposed sanitation and storage of food to prevent a nuisance.

## The rules:

- Maximum number of chickens = 6. No roosters allowed.
- Maximum number of bee colonies = 2.
- The raising of chickens for breeding purposes is prohibited.
- Honey may not be sold from any residential property.
- There shall be no slaughtering or butchering of chickens on the property.



- Inspections by city staff are required prior to the issuance of the license or annual renewal, or upon receiving a nuisance complaint about the chickens or bees.

For more information on all the regulations and conditions, please refer to Chapter 101, Animal Control, of the Fridley City Code (Section 101.04 for chickens and Section 101.05 for bees). License applications are available online at [FridleyMN.gov](http://FridleyMN.gov) or at city hall. The license period begins May 1 and ends April 30 of each year. The initial license fee is \$100 and annual renewal is \$25.

# Fridley Community Calendar

## May

- 3 HRA Meeting
- 5 Environmental Fun Fair
- 7 Charter Commission
- 7 Parks & Recreation Commission
- 8 Environmental Quality & Energy Commission
- 12 Recycling Drop-off at Green Lights Recycling
- 14 City Council Meeting
- 16 Planning Commission
- 28 City Offices Closed for Memorial Day
- 29 City Council Meeting
- 30 Evening Coffee with Cops at Fridley City Hall

## June

- 4 Parks & Recreation Commission
- 6 Appeals Commission
- 7 HRA Meeting
- 11 City Council Meeting
- 12 Environmental Quality & Energy Commission
- 14 Fridley '49er Days Parade
- 16 Fridley '49er Days Festival
- 20 Planning Commission
- 25 City Council Meeting

**NOTE:** City Council and Commission meetings start at 7:00 p.m. Meetings are held at the Municipal Center, 6431 University Avenue NE. The public is welcome.

Hearing impaired persons who need an interpreter or other persons with disabilities who require auxiliary aids and would like to attend a meeting, should contact Roberta Collins at 763-572-3500 at least one week in advance.

# REEL IN THE REWARDS

AT FRIDLEY LIQUOR

Fridley Liquor Rewards

Cheers to you!

Selection - Service - Convenience

[FridleyLiquor.com](http://FridleyLiquor.com)

Two convenient locations:  
University Ave or Hwy 65

We have the supplies you really need for a weekend at the lake!

Find hours, directions and rewards details online at [FridleyLiquor.com](http://FridleyLiquor.com).

# Let's Ride!

Join us on National Trails Day for a family-friendly bike ride.

**Saturday, June 2 • 10:00 a.m.**

Meet at the Farmer's Market at the Fridley Community Center

4-Mile or 7-Mile Route, including:  
Rice Creek Regional Trail  
Mississippi Regional Trail  
new Main Street Bike Trail and Bridge

All ages. Everyone welcome. Free event.





## Get Involved

Looking for a way to get involved? New to the area and want to meet new people? Interested in nature, law enforcement, fire prevention or community events? Want to help shape Fridley's future?

Dedicated and involved citizens like you make Fridley a strong and vibrant community. No matter what level of activity or time commitment you are interested in, Fridley has a need for you.

Here are a few ideas and contacts to get you started:

### Springbrook Nature Center

- Join the Springbrook Foundation: 800-675-4317. They currently have openings on the board, in various committees or to help out with major events.
- Volunteer in the Adult Docent program: 763-572-3588 or dress up for Pumpkin Night in the Park, clean up the trails during spring cleaning, or help kids with arts and crafts. Springbrook maintains a list of interested volunteers who are ready to jump in and join the fun. Scout and community leaders—this is a great way for groups to learn and make a difference.



### Fridley Police: 763-572-3629

- Police reserve officers support sworn patrol officers with traffic control, transportation, crime prevention and security. They drive a marked patrol car, wear a uniform, and carry a full duty belt, minus a firearm. They must commit to a 10-week (one night per week) training, monthly meetings and be able to volunteer eight additional hours each month. Visit [FridleyMN.gov/505](http://FridleyMN.gov/505) to learn more.
- Be a block captain. Block captains are essential to building neighborhood relationships with Fridley Police. They connect with neighbors, support Neighborhood Watch, share crime alerts and crime prevention efforts, and form a partnership with Neighborhood Resource Officers. Want to be a block captain or connect with one in your neighborhood? Reach out to Courtney Miller at 763-572-3626.
- Citizens Academy: Fall 2018. This program meets weekly for eight weeks in the fall. Its purpose is to give community members insight into police operations and activities.

**Positively Fridley:** Meets the 3rd Tuesday of every month at 7:00 p.m., City Hall – lower level. This fairly new community group was formed to help the Fridley community move in positive directions. These volunteers share ideas and challenges, and explore ways to make Fridley a better place for everyone. Meetings are open to residents, Fridley business owners, and others connected to Fridley. If you cannot attend a regular meeting, reach out to Stephen Eggert at [stephenhenryeggert@gmail.com](mailto:stephenhenryeggert@gmail.com) for other ways you can get involved.

### Run for Council

Ready for a bigger role in city government? The Fridley City Council includes the Mayor and four Council members who are responsible for setting city policies. These are elected representatives who serve four-year terms. Three Council seats will be on the 2018 ballot.

Here is what you need to know:

#### FILING DATES FOR CITY COUNCIL

The offices of Councilmember Wards 1, 2 and 3 will be on the ballot in 2018. Filing for these offices begins Tuesday, May 22, 2018, and ends Tuesday, June 5, 2018. City offices will be open Monday through Friday from 8:00 a.m. to 4:30 p.m. through June 4, closed for the Memorial Day Holiday on May 28, and open until 5:00 p.m. on June 5.

At the time of filing, candidates for office must provide to the City Clerk a Nomination Petition circulated and signed during the filing period by at least 10 registered voters and a \$10 application fee. If more than two candidates file for one office, a Primary Election will be held on August 14 to determine which two candidates will move forward to the November General Election.

To run for one of these four-year terms, a candidate must be a registered voter, at least 21 years of age upon assuming office, a resident of the city for at least thirty days by election day, and not have filed for any other office during this election cycle.

For additional information regarding the requirements or for a copy of filing materials, please call the City Clerk at 763-572-3523 or e-mail your questions to [deb.skogen@FridleyMN.gov](mailto:deb.skogen@FridleyMN.gov).

## NEIGHBORHOOD MEETINGS

Throughout May and June, your Neighborhood Resource Officers will be hosting events at a park near you. Watch for announcements on NextDoor, Facebook and Twitter, or for a list of locations and dates check the website at [FridleyMN.gov](http://FridleyMN.gov).

Get out and welcome spring, meet the police officers dedicated to your neighborhood, and share concerns and crime prevention ideas. We will also be asking for your feedback on local parks and future events, plus this is a great time to start planning your Night to Unite party. *Hope to see you there!*



## New! Curbside Organics Collection

Turn your food waste into valuable garden soil and reduce your trash. You can make a difference!

Fridley now offers curbside organics pickup, similar to recycling. \$10/month includes everything you need to get started. Plus register by May 31 and receive a coupon for a free 20 lb. bag of compost, just in time for planting season!

Learn more at [FridleyMN.gov/organics](http://FridleyMN.gov/organics) or call 763-572-3594.



BANFILL-LOCKE CENTER FOR THE ARTS PRESENTS...

# SUMMER SOLSTICE SOIREE

THURSDAY, JUNE 21, 5-8 P.M.

TICKETS: \$35 IN ADVANCE / \$40 AT THE DOOR

FOOD. MUSIC. ART.

[WWW.BANFILL-LOCKE.ORG](http://WWW.BANFILL-LOCKE.ORG)



# Don't Waste Your Grad Party

The hottest trend in graduation parties = a Zero Waste Event

Zero Waste Parties combine retro and new ways to host a party that stands out while making a difference. The goal is to make little or no garbage, only recycling and organics. Here are a few ideas to get you started:

**1. Natural Beauty**

Decorate in style and on trend with natural (and compostable) items. Flowers and greenery add color and sophistication to your event. Added benefit: no garbage!

**2. Reduce Packaging**

Start by considering the packaging of your food and beverages. Serving walking tacos? Use compostable bowls and buy party size chips instead of single serve bags. They are cheaper and produces less waste. Recycle those beverage cans and bottles, and consider cloth table cloths instead of plastic. Could food items be bought in reusable/recyclable packaging?

**3. Organics Collection**

Curbside organics collection has begun in Fridley through Republic Services. If you participate in this program, then you can put all food, paper napkins, paper towels, pizza boxes, and compostable plates and cups in the organics cart to be collected and made into compost. Compostable plateware can purchased online and at many local stores. If you want to find out more about participating in this program, visit the website: [www.FridleyMN.gov/organics](http://www.FridleyMN.gov/organics)



**4. Borrowed Dishes & Silverware**

A graduation party brings friends and family together and many people will be happy to contribute to the cause. One way to seek help and reduce waste is to borrow dishes and silverware from others. Then have a bowl of warm soapy water to act as "wash station" for plates and flatware.

**5. Clear Instructions**

Make sure your garbage, recycling, organics, and wash stations are convenient and have clear instructions. People are often unsure or hesitant about throwing things in the wrong bin, so if things are not labeled clearly, they may just toss everything in the trash. Consider fun signage and quotes to connect the future of our environment to the future for your graduate.

# 2017 Water Quality Report

You can now view our annual water quality report online at [FridleyMN.gov/water-quality](http://FridleyMN.gov/water-quality).

Once again, we are proud to report that your drinking water meets all state and federal standards. Your drinking water continues to be safe, and we continue our commitment to keeping you informed. The 2017 Water Quality Report includes details on the results of water quality testing last year and news relating to Fridley's water system.

We are driven to ensure your drinking water exceeds the latest state and federal standards. For the latest water supply updates, please visit us online at [FridleyMN.gov/water](http://FridleyMN.gov/water). We are responsive to your drinking water questions or concerns; we welcome your call at 763-572-3554.



(left to right: Jeanne, Betty, Connie and Irene)

# Serving Seniors for 39 Years

From a corner desk in a room shared with cribbage players, to a full-service facility, Connie Thompson has been the face of senior programming for almost four decades.

The Fridley Senior Program is more than BINGO games, although that is still a favorite. Throughout the years, Connie has introduced a range of activities and services beyond the traditional senior fun including health clinics, Nordic walking, memory classes and even lively discussions of world issues.

Connie retired at the end of March. We thank her for her dedicated service and wish her wonderful new adventures ahead. Connie has no plans to be a stranger, with her continued involvement in the Fridley Community Theatre and teaching classes through community education.

With Connie's retirement, senior programs will undergo a natural transition to Fridley Community Education which is already housed in the Fridley Community Center. Stephen Keeler has been with Fridley Community Ed for over 10 years and is excited to take on the role of Senior Programming Coordinator. Stephen can be reached at 763-502-5106.

Watch for Senior Program details online at [www.FridleyCommEd.com](http://www.FridleyCommEd.com).

Evening Coffee with Cops including FREE coffee!  
Wednesday, May 30  
6:00 – 7:00 p.m.  
Fridley City Hall: 6431 University Ave  
Stop by and learn about this year's Night to Unite, the Heart Safe community plan, and crime prevention tips for the warm summer months.

Returning this summer... Cops & Cones! We kick it off on June 27, 7–8 pm at McDonald's, 8100 University Ave. See you there!



**Bike Helmet Clinic**  
May 8 • 4:00 – 7:00 p.m.  
Fridley City Hall: Lower Level  
6431 University Ave NE

Bike-related crashes kill 900 people every year and send hundreds of thousands to the ER. Get road-ready at our Bike Helmet Clinic. No appointment needed. Already own a helmet? Stop by for a free fitting. Need a helmet? New Bell® bike helmets available to purchase for \$10 for both children and adults, cash or check only.

**Next Recycling & Shredding Event**  
Saturday, May 12 • 9 a.m. to noon

**Green Lights Recycling**  
1525 99th Lane NE, Blaine



All Fridley residents are welcome to drop off their old electronics, appliances, fluorescent bulbs, mattresses, scrap metal and more. Plus, free paper shredding and cardboard is accepted at this event.

Many items accepted free. Small charge for large items and quantities. Take advantage of the \$15 coupon and see website for list of items/costs. Call 763-572-3594 or visit the website [FridleyMN.gov/drop-off](http://FridleyMN.gov/drop-off)

**\$15 OFF**  
**Green Lights Recycling Facility**  
Valid May 12, 2018, 9:00 a.m. to noon  
No cash value  
Limit 1 per Fridley resident  
Must show proof of Fridley residence.



## 2017 Fire Awards

### Chief's Award: Michael Spencer

In October 2017, a 4-plex in Fridley was struck by lightning, resulting in significant damage to the building. One resident had no insurance and was discovered living in the garage. Mike Spencer and a friend, Sue Thrun, took it upon themselves to find shelter, coordinate cleaning out the residence and locate resources to assist the resident in this time of need. These acts of kindness went above and beyond Mike's official duties, and he is an excellent example of our city's values.



### Firefighter of the Year: Benjamin Knowles

Ben took initiative all year to coordinate events and programs, even dedicating a great deal of personal time. He took over leadership of the Fire Explorer program and organized the October Fire Open House. He spearheaded the purchasing and implementation of ballistic vests into the active shooter response training, which has improved our capability to protect firefighters should such a tragic event occur. No job too big or small, Ben even worked to purchase shelving units for the new building and got them at a bargain price. Ben continually brings forward creative ideas and projects to enhance the productivity and image of the department, and he always does so with a smile and positive attitude.



Ben has accepted a position as a full-time firefighter in Alaska. We thank him for his service; he will be truly missed.

### Distinguished Service Awards: Matthew Allard and Michael Spencer

Ramble back in time...

## THE 2018 FRIDLEY HISTORIC HOME AND GARDEN TOUR Sunday, July 22

**\$12 IN ADVANCE \$15 DAY OF TOUR**

Step into Fridley's most famous era, the 60s: an age of tornadoes, strength and rebuilding.

Hear the stories, experience a time-capsule look back and even hear the beautiful sounds of a homemade organ. Guest speakers and homeowners will be available at several sites.

BUY TICKETS ONLINE AT  
**AnokaCountyHistory.org**

OR BY PHONE AT  
**763-421-0600**

*A fundraiser for the Fridley Historical Society  
and the Anoka County Historical Society,  
in partnership with the city of Fridley.*

## Looking Out for You

Do you live in an apartment or condo? If you live in a multi-family residential building, you may have noticed a firefighter in your building. Annual fire code inspections began in April.

Fridley firefighters visit the common areas of multi-family buildings yearly as part of fire prevention activities. The goal is your safety. Common areas are rooms within the building that are used by residents or employees but are not a private residence. This includes hallways, laundry rooms, storage areas, furnace rooms and party or meeting rooms.

During these inspections, firefighters are looking for:

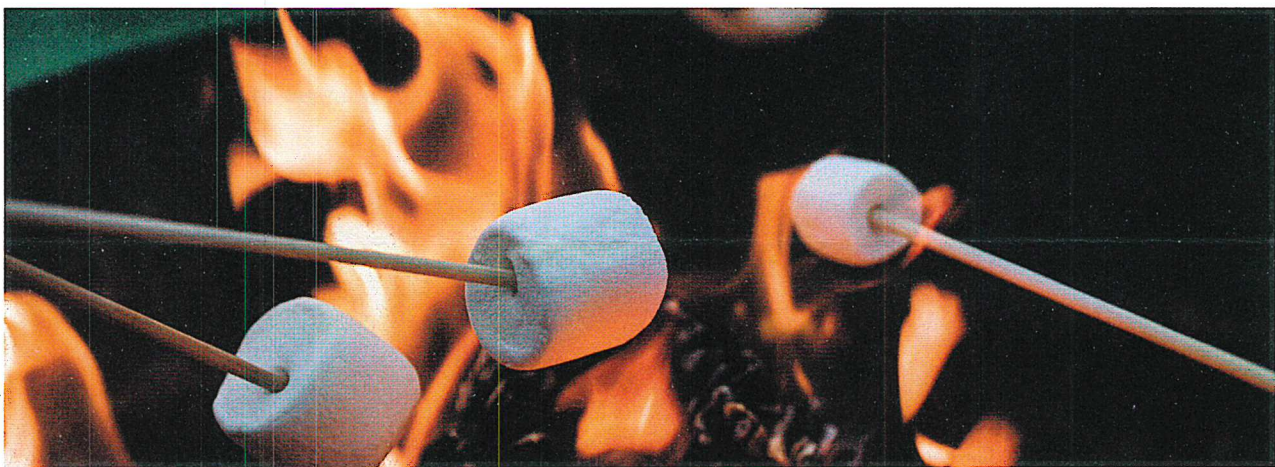
- Housekeeping items or equipment that could cause a fire or aid in the spread of a fire;
- Extension cords, open electrical circuits, combustible or flammable items stored near heat sources; and
- Anything that prevents residents from safely exiting the building in the event of a fire.

In addition, firefighters make sure equipment such as fire alarms, smoke detectors, sprinklers and exit signs are properly inspected, serviced and in working order.



When the fire inspectors spot a safety concern, they let the building owners know what they found, why it presents a fire hazard and provide education on how to correct and prevent future violations. Owners are then given some time to make corrections.

While smoke detectors, fire alarms and sprinkler systems are important tools, preventing a fire from starting in the first place is the only guarantee for safety. Fire prevention is a key part of the city's commitment to provide a safe, vibrant, friendly and stable community for everyone.



## Fire Aware: Rec Fires

More than 50 wildfires are started each year in Minnesota by campfires that are not completely extinguished, grow too large, or are unattended. Make sure to completely distinguish your recreational fire.

Here are a few quick reminders as you enjoy a night by the fire or roasting s'mores:

- No burning between midnight and 9:00 a.m.
- Use only clean wood or charcoal.
- Fires must be 25 feet from any structure and in a contained area such as a firepit.

- No fires on windy days or during a "burning ban."
- Fires should be smaller than 3 feet in diameter and flames no more than 2 feet high.
- A competent adult must supervise the fire at all times.
- Keep water (bucket or garden hose) or a fire extinguisher nearby.

For details on the Fridley City Code regarding bonfires or for additional fire safety information, visit the city's website at [FridleyMN.gov/firesafety](http://FridleyMN.gov/firesafety).

## Your Questions

Introducing a new feature where you have the chance to ask us a question! In every issue, we will choose one of your questions to share with our readers.

**Have a question?**

Submit it online at  
[www.FridleyMN.gov/AskUs](http://www.FridleyMN.gov/AskUs)



## This month's question: Can you send a text to 9-1-1?

**Our answer: Yes.** Text-to-911 is active statewide. This service provides a connection to emergency services for people who are deaf, unable to speak, or in situations when speaking could present a danger. Type 911 into the number field and then message the nature of the emergency and the exact location.

Text 911 should only be used when you cannot safely or physically make a voice call. Critical information can still be exchanged more quickly over a voice call.







# Fire Aware: Prevention is Key

## Scary Fact – Today fires burn 8x faster than just 20–40 years ago.

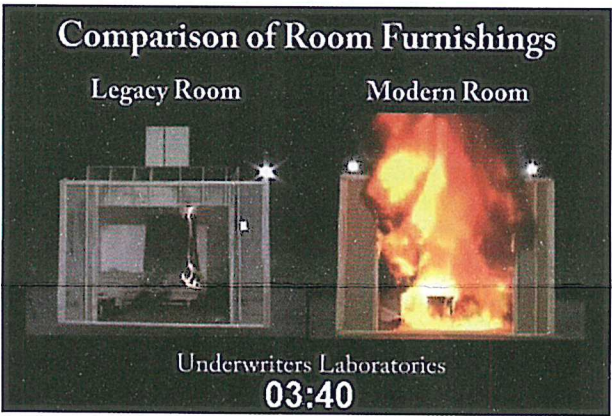
Today fires are fast and dangerous. The sound of a smoke alarm means something different today than it did years ago. Smoke alarms are essential to your home safety; now they are basically a two-minute warning.

**That’s right. Two Minutes.**  
**Two minutes is about all the time you may have to safely exit your home.**

Over the past decade or so, firefighters everywhere have noticed a shift in firefighting. These are dangerous times. Fires that accelerate at astonishing rates; chemicals released by those flames; and finding a difficult balance between training and limiting exposure to these hazards. According to the International Association of Firefighters, cancer overtook heart disease as the number one killer of firefighters. Prevention and education is needed now more than ever.

Why? The synthetic materials used to produce most modern furnishings and décor burn hotter and faster than the natural materials used in the past.

A safety consulting company recently created a two-room demo as part of a larger study on modern fires. The first room was furnished with modern materials and the other “legacy” room with décor from 40 years ago.



*Test conducted by Underwriters Laboratories along with the National Institute of Standards and Testing*

The Modern Room went from fire start to flashover (floor to ceiling flames) in 3 minutes 40 seconds. The Legacy Room took almost 30 minutes to reach similar engulfment.

What can you do?

1. Make sure you have working smoke detectors – check those batteries!
2. Have an escape plan... and practice it. Time your family – can you get out in two minutes? Are there two exits from every room?
3. Keep doors closed. A closed door can double, even triple, the time you have to escape a fire. Firefighters can do a lot in 5-10 minutes – get on the scene, get a ladder to a window, even put out flames.
4. Think twice about purchasing or building an open concept home.
5. Carefully consider your furniture and home furnishings. Synthetic materials are cheaper, but they present a risk. Most synthetics are made of petroleum (so is gasoline), which means your home could go up in flames in just minutes. Natural materials burn at a much slower rate.
6. Install a home sprinkler system. People do not die in sprinkled homes.

**Prevention saves lives. Be Fire Aware.**

## Now is the Time to Save on Energy Costs

Ana and her husband moved to Fridley last year. As a new homeowner, Ana was looking for help in “prioritizing home improvement projects.” She liked the idea of creating a more comfortable home, and who does not like to save money on energy costs. So she took advantage of a Home Energy Squad visit.

What did Ana think of her Home Energy Squad assessment? “Beyond what I expected,” she said. “I got my money’s worth in lightbulbs alone!” She found the consultants to be knowledgeable and professional, and liked that they “took the time to explain.”

For only \$50, a team of energy consultants will come to your home, evaluate your energy savings opportunities, and:

- Install free materials such as LED bulbs, programmable thermostat, door and attic hatch weather stripping, high-efficiency showerhead and faucet aerators.
- Inspect your attic and wall insulation.
- Perform a blower door and thermal image testing.
- Complete a combustion safety test and carbon monoxide check.
- Provide you with a customized report with additional recommendations.

If your home needs insulation or air sealing their crews will provide a quote for the recommended work and connect you to a qualified contractor that will honor the quote. You will also be connected to the Energy Advisor Service to help you with those next steps.

Whether you are a new homeowner, or have lived in your home for decades, Home Energy Squad can help you reduce energy waste and improve comfort. To schedule an appointment for a Home Energy Squad Enhanced visit, call 651-328-6220.

The city of Fridley is supporting Home Energy Squad Enhanced by buying down the cost to \$50. Home Energy Squad is provided by CenterPoint Energy and Xcel Energy and delivered by the Center for Energy and Environment (CEE), a Minneapolis nonprofit.

**NEW:** Fridley was accepted as a Partner of Energy City by Xcel Energy! Our first task will be to form an Energy Action Team and develop the city’s first Energy Action Plan, in partnership with Xcel Energy and the Center for the Energy and Environment. Our goal is to reduce greenhouse gas emissions and save on energy bills.

### Fridays with Fridley Fire

Our bays are open! Stop by and explore Fire Station 1. Meet firefighters, check out the trucks, get a station tour, make a fire escape plan and learn what you can do to prevent fires at home.

Friday, June 29 • 9:00 – 11:00 a.m.  
Fire Station 1: 6431 University Ave

Fire Fridays will be held throughout the summer. Watch for future dates in July and August.





# Lions '49er Days Parade

Thursday, June 14 • 6:30 p.m.

(Line-up time is 5:00 p.m.)

THE PARADE ROUTE STARTS AND ENDS NEAR 61ST AVE AND 7TH ST.

WEST DOWN 61ST AVENUE • NORTH DOWN 7TH STREET • EAST DOWN MISSISSIPPI ST • SOUTH DOWN ABE ST

NOTICE: Due to staging for the '49er Day parade, 7th Street between 58th-61st Avenues will be closed in both directions beginning mid-afternoon on Thursday, June 14. The street will re-open shortly following the end of the parade.



# Fridley '49 Days Festival

**Saturday, June 16 • Commons Park** – corner of 61st Avenue and 7th Street

KIDS FUN AND GAMES • PETTING ZOO • BINGO • FHS ALL SCHOOL REUNION • STREET DANCE  
BEER TENT • VENDOR AND EXHIBIT BOOTHS • FOOD! FOOD! FOOD!

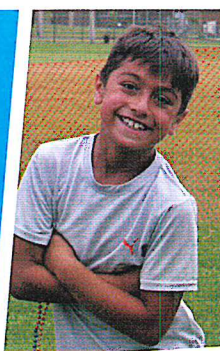
**BACK BY POPULAR DEMAND: DUNK A COP!**

THE NIGHT CONCLUDES AROUND 10:00 P.M. WITH A SPECTACULAR FIREWORKS DISPLAY!

If you would like to volunteer and help make this annual community celebration a success, get in touch! There is an interest form online at [FridleyMN.gov/49erDays](http://FridleyMN.gov/49erDays) or find the '49er Days Committee on Facebook at [www.facebook.com/FridleyDays](http://www.facebook.com/FridleyDays)

## SUMMER CAMPS

Camps run all summer:  
June 11 – August 24



YOUR CHOICE:  
**ROCK the summer**  
or  
**Connect with NATURE**



affordable\*  
adventures  
—  
priceless  
memories

### ROCKS

Hayes Elementary

Daily or weekly

Extended hours available

[FridleyMN.gov/recreation](http://FridleyMN.gov/recreation)  
763-572-3570

### NATURE CAMPS

Springbrook Nature Center

Week-long day camps

Themed adventures

[SpringbrookNatureCenter.org](http://SpringbrookNatureCenter.org)  
763-572-3588

**REGISTER TODAY!**

\*Scholarships available for those with financial need. Call to request a Fee Assistance form.

Don't just read about Fridley history...

## EXPERIENCE IT!

Step aboard our comfortable coach bus and be transported back in time.

Encounter costumed characters from the 1850s and visit historic landmarks during this narrated tour of an area that 170 years ago was known as Manomin (now Fridley).

**4th Annual Fridley History Tour: Saturday, June 16, 1 – 4 p.m.**

Tour begins and ends at the Fridley History Center.

Lunch at the historic Riedel House along the banks of the Mississippi River.

Limited to 45 guests.

Cost is \$25/person. Register before June 8: 763-572-3570



## SAFETY CAMP 2018 • WEDNESDAY, JUNE 20

It's not every day that you see a cop dancing or a firefighter doing the limbo! But you might at Fridley Safety Camp where these city protectors are your camp counselors. Don't miss a day of laughter and learning as kids gain invaluable lifelong skills.

Details online at  
[FridleyMN.gov/safetycamp](http://FridleyMN.gov/safetycamp)





## Video Production



Municipal Producer, Trevor Scholl, completed four projects, and worked toward the completion of several more in April. The Centerville episode of Mayor's Minutes, Lakes Eggstravaganza, a 4AAA High School Softball Tournament in Lexington preview, and the WorldFest 2018 preview were all completed. Programs were also produced by Ben Hayle, T.J. Tronson, and Danika Peterson. Trevor reaches out to City officials and department contacts, every month, regarding potential programming for the channels.

### ▪ April Completed Videos/Playing on City Channels & Internet

| Title  | Producer                  | Runtime  |
|--|---------------------------|----------|
| Centerville's Mayor's Minutes                              | Trevor Scholl             | 00:06:41 |
| Lakes Eggstravaganza                                       | Trevor Scholl             | 00:02:42 |
| 4AAA High School Softball Tournament Preview               | Trevor Scholl             | 00:01:31 |
| WorldFest 2018 Preview                                     | Trevor Scholl             | 00:02:00 |
| Your City Staff: Kate Manson                               | Danika Peterson/Ben Hayle | 00:02:42 |
| Panther Foundation   | Danika Peterson/Ben Hayle | 00:04:56 |
| Jam Hops' Brenda Nolby is Small Business Owner of the Year | Danika Peterson/Ben Hayle | 00:04:47 |
| Anoka County Board Meeting (4/10/18)                       | T.J. Tronson              | 00:50:10 |
| Anoka County Board Meeting ( 4/24/18)                      | T.J. Tronson              | 01:23:40 |

Some projects that Trevor is working on or is scheduled to produce include:

- Editing and b-roll for Lino Lakes' Mayor's Minutes
- Shot and now editing Business matters episode featuring Pressed yoga and juice bar in Blaine
- Shot Centennial District Day
- Investigating story opportunities with Park and Rec departments with weather getting better
- Circle Pines City promo
- Lino Lakes organics recycling
- Tower Days promo for Spring Lake Park
- Open to Business, each Cities involvement
- Ham Lake senior dance day
- Arranging interviews with each City's economic developer about Open to Business

# Equipment Consulting/Technical Support

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## **Blaine**

- 4/4/18: Roark was having trouble with the Ross Touch-screen. Under warranty, referred to Alpha Video.

## **Centerville**

- 3/30/18: Z Systems met with Teresa Bender regarding an HD upgrade.

## **Circle Pines**

- 4/3/18: Answered Alpha questions regarding responsibility for broadcast set-up.
- 4/14/18: Contacted AVI Systems regarding a quote for the Circle Pines HD upgrade. Set up a meeting time with AVI and Patrick to go over HD needs for upgrade.
- 4/19/18: Met with Patrick and AVI Systems at Circle Pines City Hall regarding HD upgrade. They will be submitting a proposal.
- 4/21/18: Alpha Video finally returns calls and wants to submit a proposal for HD upgrade.
- 4/22/18: Met with Alpha Video regarding Circle Pines proposal.
- 4/6/18: Answered Erik Speer's questions regarding Circle Pines HD upgrade.
- 4/6/18: Received AVI's proposal for the Circle Pines upgrade.
- 4/9/18: Emailed Patrick Antonen regarding the status of the proposals for the HD upgrade.
- 4/26/18: Emailed Patrick Antonen about proposals. Alpha Video not getting back to Matt.
- 4/26/18: Alpha Video promised to have proposal done by the end of the day.

## **Ham Lake**

- 4/3/18: Z Systems had questions about how the reception monitor was hooked up. Matt went to Ham Lake and took photos for them. He also located M Space drawings of the current set-up and sent pictures of those to Z Systems as well.
- 4/3/18: Emailed Z Systems to order the Makito X and Brightsign for Ham Lake broadcast set-up.
- 4/17/18: Stopped by City Hall to verify power for camera locations. Recommended to Denise that outlets be installed next to camera locations.
- 4/17/18: Ross commissioning set for May 15th. Trying to change date. Too far out, and on same day as NMTV volunteer awards ceremony.
- 4/19/18: Emailed Jay Galentie regarding start and finish expectations for install.
- 4/20/18: Electrician at Ham Lake to install recommended outlets.
- 4/20/18: HD upgrade install scheduled for April 24.
- 4/24/18: Disassembled old Ham Lake control room.
- 4/26/18: Checked on HD upgrade progress. The install is progressing as planned.
- 4/20/18: Installed new Ross frame sync for Ham Lake in master control. Ran wiring to the Ham Lake Makito X decoder.
- 4/30/18: Obtain IP address for the Ham Lake Makito X.

## **Lexington**

- 3/30/18: Working to schedule site visit, at Lexington City Hall, with Z systems.

## **Lino Lakes**

- 4/2/18: Emailed Bizzyweb for progress update on incorporation of streaming server into Lino Lakes page on NMTV website.
- 4/3/18: Emailed Jeff Karlson to let him know that the Lino Lakes streaming service is on-line. Matt verified that the stream functioned on Chrome, Firefox, Internet Explorer and Safari.

## **Spring Lake Park**

- 4/25/18: Fixed audio issue. Turned down the analog audio output on the down-converter to Comcast. Got permission from Comcast to shut of the old demodulators.
- 4/26/18: Fixed camera and video issue. Something reset all the camera information in the Broadcast Pix system settings. Re-set all settings.
- 4/26/18: Fixed front TV monitor. Channel needed resetting.
- 4/26/18: Talked with Dan Buchholtz about monitors in council chamber. Discussed changes and made plans to wire in any new monitors.

#### **All Cities**

- 4/30/18: Took out the VOD server in master control and sent out for overhaul. Meeting video on demand temporarily out of order.

## Master Control



Programming Coordinator, Michele Silvester, along with help from Eric Houston and Tarkor Zehn, is responsible for processing and scheduling the programming on the City channels. There are three categories of programs that are scheduled on the City channels; live and replayed meetings, NMTV staff created video content, and informational graphics pages. All categories of programming must be encoded, scheduled, and entered into the Tightrope playback system or entered into the Carousel video files.

As each live meeting is being recorded at City Hall, it is routed to the North Metro TV head-end and then sent out over the cable system live. At the same time it is also encoded on a server for future playbacks. The following meetings were processed in April:

| <b>Title</b>  | <b>Producer</b>    | <b>Runtime</b> |
|---|--------------------|----------------|
| Blaine City Council Meeting (4/5/18)                          | Blaine Staff       | 01:34:58       |
| Blaine Planning Commission Meeting (4/10/18)                  | Blaine Staff       | 03:48:09       |
| Blaine Natural Resources Conservation Board Meeting (4/17/18) | Blaine Staff       | 00:44:20       |
| Blaine City Council Meeting (4/19/18)                         | Blaine Staff       | 00:54:25       |
| Blaine Park Board Meeting (4/24/18)                           | Blaine Staff       | 00:37:52       |
| Centerville City Council Meeting (4/11/18)                    | Centerville Staff  | 02:14:50       |
| Centerville City Council Meeting (4/25/18)                    | Centerville Staff  | 01:20:53       |
| Circle Pines Park Board Meeting (4/3/18)                      | Circle Pines Staff | 00:06:19       |
| Circle Pines City Council Meeting (4/10/18)                   | Circle Pines Staff | 01:08:00       |
| Circle Pines Planning Commission Meeting (4/16/18)            | Circle Pines Staff | 00:32:00       |
| Circle Pines Utility Commission Meeting (4/18/18)             | Circle Pines Staff | 00:49:09       |
| Circle Pines City Council Meeting (4/24/18)                   | Circle Pines Staff | 00:40:54       |
| Ham Lake City Council Meeting (4/2/18)                        | Ham Lake Staff     | 00:28:16       |
| Ham Lake Planning Commission Meeting (4/9/18)                 | Ham Lake Staff     | 00:32:53       |
| Ham Lake City Council Meeting (4/16/18)                       | Ham Lake Staff     | 01:07:46       |

|   |                        |                           |
|---|------------------------|---------------------------|
| Ham Lake Planning Commission Meeting (3/23/18)            | Ham Lake Staff         | 01:05:07                  |
| Lexington City Council Meeting (4/5/18)                   | Lexington Staff        | 00:08:16                  |
| Lexington City Council Meeting (4/19/18)                  | Lexington Staff        | 00:29:06                  |
| Lino Lakes Park Board Meeting (4/2/18)                    | Lino Lakes Staff       | 01:38:04                  |
| Lino Lakes City Council Meeting (4/9/18)                  | Lino Lakes Staff       | 01:13:42                  |
| Lino Lakes Planning & Zoning Commission Meeting (4/11/18) | Lino Lakes Staff       | 01:05:32                  |
| Lino Lakes City Council Meeting (4/23/18)                 | Lino Lakes Staff       | 00:30:40                  |
| Lino Lakes Environmental Board Meeting (4/25/18)          | Lino Lakes Staff       | 02:07:09                  |
| Spring Lake Park City Council Meeting (4/2/18)            | Spring Lake Park Staff | 01:06:46                  |
| Spring Lake Park City Council Meeting (4/16/18)           | Spring Lake Park Staff | 00:35:03                  |
| Spring Lake Park Planning Commission Meeting (4/23/18)    | Spring Lake Park Staff | 00:38:25                  |
| <b>26 New Programs</b>                                    |                        | <b>27:18:44 New Hours</b> |

Meetings are scheduled for replay based on schedules requested by each City. Additional longer-length video programming produced by NMTV staff is also scheduled on the channels. **With the arrival of the Carousel units, shorter-length videos and promos are loaded onto those devices, rather than being scheduled as separate playbacks. The short videos cycle through, with graphics pages, and play on the channels whenever a scheduled program is not playing. Depending on whether a City selected the split screen or full screen Carousel option, the shorter videos are cycling 24 hours a day.** The table below outlines how many times a longer-length video program was entered into the Tightrope system, and played back on each City channel.

| <b>City</b>      | <b>Number of Times Programs Played</b> | <b>Hours Programmed on Channel</b>                      |
|------------------|--|---|
| Blaine           | 139                                    | 201:54:40   |
| Centerville      | 36                                     | 61:29:30  |
| Circle Pines     | 179                                    | 137:16:55   |
| Ham Lake         | 76                                     | 70:25:56  |
| Lexington        | 86                                     | 31:06:46  |
| Lino Lakes       | 61                                     | 67:27:25  |
| Spring Lake Park | 118                                    | 93:19:38  |
| <b>Totals:</b>   | <b>695 Program Playbacks</b>           | <b>663:00:50 Hours of Video Programming on Channels</b> |

The last category of programming on City channels consists of bulletin board, or graphics pages, that display information about the City or about events and issues of interest to citizens. With the installation of the new Carousel units complete, Eric Houston has assumed responsibility for updating the information on all seven channels. He works closely with each City's representative to ensure that all requested data slides are created and posted to the satisfaction of the City. Even though Eric is doing the work of creating the data pages, the Cities will always maintain editorial control. In addition to the graphics pages, the new Carousel units play video. Eric is also responsible for encoding any videos that will be displayed. The following work was done for City Carousel units in April:

**Blaine**

- Transcoded and uploaded 4 videos to Carousel.

**Centerville**

- Transcoded and uploaded 2 videos to Carousel.

**Circle Pines**

- Transcoded and uploaded 2 videos to Carousel.
- Put all April meetings on hard drive for City

**Ham Lake**

- Transcoded and uploaded 2 videos to Carousel.

**Lexington**

- Transcoded and uploaded 2 videos to Carousel.

**Lino Lakes**

- Transcoded and uploaded 2 videos to Carousel.
- Edited 1 bulletin for Carousel.

**Spring Lake Park**

- Created 4 bulletins for Carousel.
- Removed 1 bulletin at Wanda's request.
- Transcoded and uploaded 2 videos to Carousel.

## **City Channel Signal Monitoring**

**Blaine**

- No channel signal problems.

**Centerville**

- No channel signal problems.

**Circle Pines**

- No channel signal problems.

**Ham Lake**

- No channel signal problems.

**Lexington**

- No channel signal problems.

**Lino Lakes**

- Transmission error with Park Board meeting. Ripped and reformatted dvd copy of meeting to make the file compatible for playback.

**Spring Lake Park**

- Checked City playback after power outage.

## Meetings on Demand

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NMTV has created a video on demand service, with line-item bookmarking, for our Cities meetings. In order to accomplish this, each encoded meeting has to undergo several steps. The meeting must first be transferred and transcoded from the playback server to the video on demand server. The length of time necessary for this varies based on the length of the meeting and whether it is recorded in SD or HD. Once that is done, a staff member must go through the meeting entering a bookmark at the start of each meeting line-item, and type in the corresponding line-item information. Staff utilizes marked agendas provided by City staff members for this step. If marked agendas aren't provided by City staff we go to the City website to find unmarked agendas and place the meeting on VOD without bookmarks. Once that is done and saved the bookmarked meeting is then linked to the NMTV website's city meeting page for video on demand. The following number of meetings were bookmarked and/or placed on VOD for the Cities in April:

- **Blaine**
  - 5 meetings bookmarked and placed on VOD.
- **Centerville**
  - 2 meeting placed on VOD.
- **Circle Pines**
  - 5 meetings bookmarked and placed on VOD.
- **Ham Lake**
  - 4 meetings bookmarked and placed on VOD.
- **Lexington**
  - 2 meetings placed on VOD.
- **Lino Lakes**
  - 5 meetings bookmarked and placed on VOD.
- **Spring Lake Park**
  - 3 meeting bookmarked and placed on VOD

## Administrative

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The issues dealt with in April include receiving the FCC's ruling on the Commission's effective competition decision appeal, next steps on the franchise and PEG fee audit of Comcast, issues regarding the 1st quarter franchise and PEG fee payments, and scheduling the next quarterly meeting with CenturyLink.

- **FCC Ruling**
  - Received the ruling on the Commission's appeal of the FCC's ruling that Comcast was subject to effective competition.
  - Read the ruling.
  - Since the appeal was first filed, five years ago, the rules regarding determination of effective competition have changed and the North Metro also got a franchised competitor. As such, the Commission is no longer a certified regulator. The decision, therefore, has no effect on the Commission.
  - Included the ruling and summary in the Operations Committee and Cable Commission May meeting packets.

### **Comcast Franchise Fee and PEG Fee Audit**

- Legal Counsel requested bids for performing a franchise fee and PEG fee audit.
- Three proposals were received.
- All of the participants in the audit (5) received the proposals and reviewed them.
- I reviewed the proposals and determined that Ashpaugh & Sculco was the best choice.
- A conference call was held to determine who should be awarded the project.
- Ashpaugh & Sculco will be performing the audit. Provided Comcast responds in a timely fashion with data requests, the audit and reports could be completed in 6 months.

### **1st Quarter Franchise Fee and Peg Fee Receipts**

- Received both the Comcast and CenturyLink first quarter franchise fee and PEG fee payments and reports.
- Noticed that the PEG fee was incorrect on the CenturyLink report. It should have been increased from 3.16 to 3.23 as of January 1st, 2018, but was not.
- Emailed Kirstin at CenturyLink and attached the PEG fee increase notification she had been sent on June 27, 2017.
- Kirstin emailed apologies and said it would be corrected.
- Received new reports reflecting the proper PEG fee.
- Proper payment was received.
- Checked Comcast PEG fee reports to determine whether the proper PEG fee was being used, but the reports don't show what the PEG fee is, only the total PEG fee paid.
- Emailed Kate at Comcast and asked for current North Metro rate sheet.
- Kate sent me the rate sheet, but the PEG fee is also not delineated on the rate sheet.
- Emailed Kate and asked what PEG fee they are currently charging.
- Kate emailed that they are charging 3.29 in the North Metro.
- I emailed Kate and told her that was the incorrect PEG fee. It should be 3.23 as of January 1, 2018. I attached the PEG fee increase notification I had sent her on June 27, 2018.
- I have not yet heard back from Kate.
- Franchise fees were lower than they were in the 4th quarter of 2017. So far, it is following a pattern from last year.
- PEG fees are slightly higher from Comcast, and slightly lower from CenturyLink than the 4th quarter of 2017.
- Created 2018 spread sheets for PEG fees received, franchise fees received, and gross revenues.

### **Miscellaneous**

- Answered questions and provided information to Mark Statz, regarding build-out requirements for both Comcast and CenturyLink.
- Returned a call to Kurt Glaser regarding build-out requirements. Left a message asking him to call me at his convenience.
- Met with staff regarding Lino Lakes streaming server integration.
- Forwarded legislative alert to Clark Arneson, as the Blaine representative is on the committee considering the legislation.
- Scheduled CenturyLink quarterly meeting for 10 am on Wednesday, May 23rd.
- Read industry articles on cord cutting, mergers, 5G, BDAC, broadband deployment, and Comcast internet speed adjustments.



# North Metro TV

April 2018 Update

## Program Production

In April, a total of **78 new programs** were produced utilizing the North Metro facilities, funds, and services. This constitutes **63:15:00 hours of new programming**.

- 34 programs were produced by the public
- 18 programs were produced by NMTV staff
- 26 programs were produced by City staff



## Van Shoots

The HD truck was used for **22:15:00** hours of production. The Spring weather and field conditions resulted in many canceled shoots. Events produced live and recorded for additional playbacks include:

- Adapted Softball: Buffalo vs. Centennial
- Girls Lacrosse: Elk River vs. Spring Lake Park
- Softball: Anoka vs. Spring Lake Park
- Girls Lacrosse: Centennial vs. Blaine



## Workshops

| Workshop          | Instructor   | Organization   | Students         |
|-------------------|--------------|----------------|------------------|
| Editing           | Eric Houston | General Public | 1                |
| <b>1 Workshop</b> |              |                | <b>1 Student</b> |

(Instructor, Eric Houston was on vacation for half of April. Due to his busy schedule, before and after his vacation, only one class was taught in April.)

## Home Movie Transfers

Home movie transfers have become one of our most popular services. Residents can transfer their family videos themselves for free, or pay NMTV to do it. NMTV can also transfer film, slides, and photos for a fee.

| Month         | Hours Transferred | Tapes      | Film Reels | DVDs       | Photos/ Slides | Fees Paid         |
|---------------|-------------------|------------|------------|------------|----------------|-------------------|
| January       | 201.75            | 57         | 122        | 20         | 409            | \$1,159.00        |
| February      | 120.5             | 41         | 53         | 15         | 1,164          | \$780.00          |
| March         | 167.5             | 64         | 0          | 74         | 237            | \$381.00          |
| April         | 128.00            | 52         | 53         | 17         | 781            | \$195.00          |
| <b>TOTAL:</b> | <b>489.75</b>     | <b>214</b> | <b>228</b> | <b>126</b> | <b>2,591</b>   | <b>\$2,515.00</b> |



## Public Usage Stats

For statistical purposes, the public access department documents total numbers of unique individuals and total hours of usage of the facility by the general public, every month. These numbers include regular users, class participants, individuals transferring videos, people who attend events, and any other public usage of the facility. The numbers do not take into account the many members of the public who work with any other NMTV department, such as news, sports, municipal, or educational.

| Month                      | Unique Individuals | Total Usage Hours |
|----------------------------|--------------------|-------------------|
| January                    | 111                | 460               |
| February                   | 112                | 685.25            |
| March                      | 117                | 552.25            |
| April                      | 47                 | 295.5             |
| <b>TOTAL PUBLIC USAGE:</b> |                    | <b>1,993.00</b>   |

## Production Highlights

### NMTV News Highlights

Each week Danika Peterson and Ben Hayle create a news program that highlights events, people, issues, and information important to citizens of our Member Cities. Some April highlights include:

- Free Produce at NACE
- Spring Lake Park Schools Bring STEM to More Girls
- Anoka County Library Celebrates 60 Years
- Tamarisk: Serving Others Through Illness
- Panthers Foundation Invests in Spring Lake Park Schools
- Lupus 'Spiel USA Has Big Goals in Fifth Year
- Brenda Nolby of Jam Hops Named Minnesota Small Business Owner of the Year



In addition to daily playbacks of North Metro TV News on the cable systems, there are over 480 local stories archived for viewers on the NMTV YouTube page. The page can be accessed through the [northmetrotv.com](http://northmetrotv.com) website.

### Spring Mayor's Minutes

Municipal Producer, Trevor Scholl continued to produce episodes of the Spring round of Mayor's Minutes programs. The Centerville shoot was completed in April, along with the field work for the Lino Lakes episode. The show is a casual report by the Mayor of what is going on in each City. It is generally pretty short...around three to five minutes...and is intended to give Cities a forum to highlight issues, plans and accomplishments.



### Quiet Month

April was a quiet month at NMTV. Many of the sports departments scheduled shoots were canceled, due to weather and/or field conditions. They spent the down time coordinating future shoots and catching up on making program masters. The public access department was also quiet as Eric Houston, the Studio Coordinator, took a nice long vacation.

## Your City Staff

One episode of Your City Staff was produced in April. It featured Kate Manson, Payroll Clerk for the City of Circle Pines. The episode highlighted her background and the work she does for the City of Circle Pines. The videos are presented as a news story on North Metro TV News, and then edited into a stand alone video for the corresponding City Channel. If anyone has a suggestion for future features, please let Ben and Danika know!



## Annual VIP Awards Ceremony

A lot of work has gone into the organizing for our 17th Annual VIP Awards Ceremony. This year it is being held on Tuesday, May 15th, at the Historic Heights Theatre. The evening will include a social time, the award ceremony, and then post-awards pictures. It is always a nice time to recognize those folks who help create the programming and environment that we all love at NMTV.

## School Projects

T.J. Tronson recorded four school plays and recorded most of the scenes for his annual production of Arrive Alive in April. Performances recorded include:

- The Centennial Middle School production of "Mary Poppins."
- The Blaine High School Special Education play, "Zootopia: How Full is Your Bucket"
- The Centennial School District's Annual "Centennial's Got Talent."
- The Blaine High School production of "Cinderella."



Mary Poppins was completed, but editing needs to be done on the remaining productions. Arrive Alive will be completed the first week of May.

## City Productions

Municipal Producer, Trevor Scholl, completed four projects in April and worked on several more, including the Lino Lakes' Mayor's Minutes, Hot Yoga and Pressed Juice business profile, and the Centennial School's District Days. Projects completed include:

- Centerville's Mayor's Minutes
- Lakes Eggstravaganza
- 4AAA High School Softball Tournament 2018 Preview
- WorldFest 2018 Preview



New and ongoing projects include:

- Editing and b-roll for Lino Lakes' Mayor's Minutes
- Shot and now editing Business matters episode featuring Pressed yoga and juice bar in Blaine
- Shot Centennial District Day
- Investigating story opportunities with Park and Rec departments with weather getting better
- Circle Pines City promo
- Lino Lakes organics recycling
- Tower Days promo for Spring Lake Park
- Open to Business, each Cities involvement
- Ham Lake senior dance day
- Arranging interviews with each City's economic developer about Open to Business

Trevor touches base with contacts on a regular basis and also encourages Cities to contact him whenever they have an idea for a new show.

## Production equipment consulting for cities and schools

### **Blaine**

- 4/4/18: Roark was having trouble with the Ross Touch-screen. Under warranty, referred to Alpha Video.
- **Centerville**
- 3/30/18: Z Systems met with Teresa Bender regarding an HD upgrade.

### **Circle Pines**

- 4/3/18: Answered Alpha questions regarding responsibility for broadcast set-up.
- 4/14/18: Contacted AVI Systems regarding a quote for the Circle Pines HD upgrade. Set up a meeting time with AVI and Patrick to go over HD needs for upgrade.
- 4/19/18: Met with Patrick and AVI Systems at Circle Pines City Hall regarding HD upgrade. They will be submitting a proposal.
- 4/21/18: Alpha Video finally returns calls and wants to submit a proposal for HD upgrade.
- 4/22/18: Met with Alpha Video regarding Circle Pines proposal.
- 4/6/18: Answered Erik Speer's questions regarding Circle Pines HD upgrade.
- 4/6/18: Received AVI's proposal for the Circle Pines upgrade.
- 4/9/18: Emailed Patrick Antonen regarding the status of the proposals for the HD upgrade.
- 4/26/18: Emailed Patrick Antonen about proposals. Alpha Video not getting back to Matt.
- 4/26/18: Alpha Video promised to have proposal done by the end of the day.

### **Ham Lake**

- 4/3/18: Z Systems had questions about how the reception monitor was hooked up. Matt went to Ham Lake and took photos for them. He also located M Space drawings of the current set-up and sent pictures of those to Z Systems as well.
- 4/3/18: Emailed Z Systems to order the Makito X and Brightsign for Ham Lake broadcast set-up.
- 4/17/18: Stopped by City Hall to verify power for camera locations. Recommended to Denise that outlets be installed next to camera locations.
- 4/17/18: Ross commissioning set for May 15th. Trying to change date. Too far out, and on same day as NMTV volunteer awards ceremony.
- 4/19/18: Emailed Jay Galentie regarding start and finish expectations for install.
- 4/20/18: Electrician at Ham Lake to install recommended outlets.
- 4/20/18: HD upgrade install scheduled for April 24.
- 4/24/18: Disassembled old Ham Lake control room.
- 4/26/18: Checked on HD upgrade progress. The install is progressing as planned.
- 4/20/18: Installed new Ross frame sync for Ham Lake in master control. Ran wiring to the Ham Lake Makito X decoder.
- 4/30/18: Obtain IP address for the Ham Lake Makito X.

### **Lexington**

- 3/30/18: Working to schedule site visit, at Lexington City Hall, with Z systems.

### **Lino Lakes**

- 4/2/18: Emailed Bizzyweb for progress update on incorporation of streaming server into Lino Lakes page on NMTV website.
- 4/3/18: Emailed Jeff Karlson to let him know that the Lino Lakes streaming service is on-line. Matt verified that the stream functioned on Chrome, Firefox, Internet Explorer and Safari.

### **Spring Lake Park**

- 4/25/18: Fixed audio issue. Turned down the analog audio output on the down-converter to Comcast. Got permission from Comcast to shut off the old demodulators.
- 4/26/18: Fixed camera and video issue. Something reset all the camera information in the Broadcast Pix system settings. Re-set all settings.
- 4/26/18: Fixed front TV monitor. Channel needed resetting.
- 4/26/18: Talked with Dan Buchholtz about monitors in council chamber. Discussed changes and made plans to wire in any new monitors.

### **All Cities**

- 4/30/18: Took out the VOD server in master control and sent out for overhaul. Meeting video on demand temporarily out of order.

## City Channel 16 Playback Stats

| City             | Number of Times Programs Played | Hours Programmed on Channel                             |
|------------------|---------------------------------|---|
| Blaine           | 139                             | 201:54:40   |
| Centerville      | 36                              | 61:29:30  |
| Circle Pines     | 179                             | 137:16:55   |
| Ham Lake         | 76                              | 70:25:56  |
| Lexington        | 86                              | 31:06:46  |
| Lino Lakes       | 61                              | 67:27:25  |
| Spring Lake Park | 118                             | 93:19:38  |
| <b>Totals:</b>   | <b>695 Program Playbacks</b>    | <b>663:00:50 Hours of Video Programming on Channels</b> |

## Programs Produced by the Public

| Title  | Producer  | Runtime                   |
|--|---|---------------------------|
| Chit Chat: Andrew Huber                            | Sharon Carlson  | 00:21:09                  |
| Every Movie Ever Made                              | Ben Daniels/Ryan Friendschuh, Gavin Van Trease/Eric Houston | 00:25:29                  |
| Bad Movie Bros                                     | Video Club  | 00:47:15                  |
| His Legacy TV                                      | Nonie Tanner  | 00:30:37                  |
| Don't  | Donna Marie Beard   | 00:07:50                  |
| Sloan Sez: Episode 4                               | Danika Peterson   | 00:25:13                  |
| Cornerstone Church (3 epsidoes)                    | Rick Bostrom  | 01:25:38                  |
| The Power of Love (7 episodes)                     | Rick Larson   | 03:30:00                  |
| LovePower (6 episodes)                             | Ann Sandell   | 06:00:00                  |
| Rice Creek Watershed District Meeting (3 episodes) | Theresa Stasica   | 04:34:55                  |
| Oak Park Moments (6 episodes)                      | David Turnidge  | 03:35:37                  |
| Hope Church (3 episodes)                           | Cindy Hardy   | 02:17:13                  |
| <b>34 New Programs</b>                             |   | <b>24:00:56 New Hours</b> |

## Programs Produced by NMTV Staff

| Title  | Producer                  | Runtime                   |
|--|---------------------------|---------------------------|
| Anoka County Board Meeting (4/10/18)                       | T.J. Tronson              | 00:50:10                  |
| Anoka County Board Meeting (4/24/18)                       | T.J. Tronson              | 01:23:40                  |
| Centennial Middle School's Production of Mary Poppins      | T.J. Tronson              | 01:13:00                  |
| NMTV News (3 episodes)                                     | Danika Peterson/Ben Hayle | 01:15:19                  |
| Panther Foundation   | Danika Peterson/Ben Hayle | 00:04:56                  |
| Jam Hops' Brenda Nolby is Small Business Owner of the Year | Danika Peterson/Ben Hayle | 00:04:47                  |
| Your City Staff: Kate Manson                               | Danika Peterson/Ben Hayle | 00:02:42                  |
| On Tap   | Ben Hayle                 | 00:26:52                  |
| Lakes Eggstravaganza                                       | Trevor Scholl             | 00:02:19                  |
| Centerville's Mayor's Minutes                              | Trevor Scholl             | 00:06:41                  |
| 4AAA High School Softball Tournament 2018 Preview          | Trevor Scholl             | 00:01:31                  |
| World Fest 2018 Preview                                    | Trevor Scholl             | 00:02:00                  |
| Adapted Softball: Buffalo/Centennial                       | Kenton Kipp/J. Millington | 01:09:14                  |
| Girls Lacrosse: Elk River/Spring Lake Park                 | Kenton Kipp/J. Millington | 01:36:34                  |
| Softball: Anoka/Spring Lake Park                           | Kenton Kipp/J. Millington | 01:56:27                  |
| Girls Lacrosse: Centennial/Blaine                          | Kenton Kipp/J. Millington | 01:41:46                  |
| <b>18 New Programs</b>                                     |                           | <b>11:57:58 New Hours</b> |

## Programs Produced by City Staff

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| Title   | Producer               | Runtime                   |
|---|------------------------|---------------------------|
| Blaine City Council Meeting (4/5/18)                          | Blaine Staff           | 01:34:58                  |
| Blaine Planning Commission Meeting (4/10/18)                  | Blaine Staff           | 03:48:09                  |
| Blaine Natural Resources Conservation Board Meeting (4/17/18) | Blaine Staff           | 00:44:20                  |
| Blaine City Council Meeting (4/19/18)                         | Blaine Staff           | 00:54:25                  |
| Blaine Park Board Meeting (4/24/18)                           | Blaine Staff           | 00:37:52                  |
| Centerville City Council Meeting (4/11/18)                    | Centerville Staff      | 02:14:50                  |
| Centerville City Council Meeting (4/25/18)                    | Centerville Staff      | 01:20:53                  |
| Circle Pines Park Board Meeting (4/3/18)                      | Circle Pines Staff     | 00:06:19                  |
| Circle Pines City Council Meeting (4/10/18)                   | Circle Pines Staff     | 01:08:00                  |
| Circle Pines Planning Commission Meeting (4/16/18)            | Circle Pines Staff     | 00:32:00                  |
| Circle Pines Utility Commission Meeting (4/18/18)             | Circle Pines Staff     | 00:49:09                  |
| Circle Pines City Council Meeting (4/24/18)                   | Circle Pines Staff     | 00:40:54                  |
| Ham Lake City Council Meeting (4/2/18)                        | Ham Lake Staff         | 00:28:16                  |
| Ham Lake Planning Commission Meeting (4/9/18)                 | Ham Lake Staff         | 00:32:53                  |
| Ham Lake City Council Meeting (4/16/18)                       | Ham Lake Staff         | 01:07:46                  |
| Ham Lake Planning Commission Meeting (3/23/18)                | Ham Lake Staff         | 01:05:07                  |
| Lexington City Council Meeting (4/5/18)                       | Lexington Staff        | 00:08:16                  |
| Lexington City Council Meeting (4/19/18)                      | Lexington Staff        | 00:29:06                  |
| Lino Lakes Park Board Meeting (4/2/18)                        | Lino Lakes Staff       | 01:38:04                  |
| Lino Lakes City Council Meeting (4/9/18)                      | Lino Lakes Staff       | 01:13:42                  |
| Lino Lakes Planning & Zoning Commission Meeting (4/11/18)     | Lino Lakes Staff       | 01:05:32                  |
| Lino Lakes City Council Meeting (4/23/18)                     | Lino Lakes Staff       | 00:30:40                  |
| Lino Lakes Environmental Board Meeting (4/25/18)              | Lino Lakes Staff       | 02:07:09                  |
| Spring Lake Park City Council Meeting (4/2/18)                | Spring Lake Park Staff | 01:06:46                  |
| Spring Lake Park City Council Meeting (4/16/18)               | Spring Lake Park Staff | 00:35:03                  |
| Spring Lake Park Planning Commission Meeting (4/23/18)        | Spring Lake Park Staff | 00:38:25                  |
| <b>26 New Programs</b>  |                        | <b>27:18:44 New Hours</b> |

If you have any questions or comments regarding this monthly report please contact Heidi Arnson at 763.231.2801 or [harnson@northmetrotv.com](mailto:harnson@northmetrotv.com).





**Spring Lake Park Police Department**  
**From Last 24 Hours**

Report Run Time: 5/8/2018 6:58:07 AM

**Case Number: 18106784**

Date Reported: 5/7/2018 6:13:16 AM

Description: MISCELLANEOUS OFFICER

Address: NORTHTOWN APTS-W6, 7859 UNIVERSITY AVE NE, SPRING LAKE PARK, MN, 55432

Officers Involved: BENNEK, TONY M WPD00003 - REPORT, BRAHS, LORI R WPD00014 - APPROVE

Persons Involved:

|                       |                      |   |    |    |                  |
|-----------------------|----------------------|---|----|----|------------------|
| MISC ASSOCIATED NAMES | ADAMS, DAVID WILLIAM | M | 59 | WH | SPRING LAKE PARK |
|-----------------------|----------------------|---|----|----|------------------|

Organizations: NONE IDENTIFIED

Narrative:

Author: BENNEK

Title: ORIGINAL OFFICER NARRATIVE

D. Adams contacted police to report that, in general, people speed down our highways and roadways and he would like extra patrol. Adams stated that he did not have a particular area that this is occurring in, but it was metro area-wide. Adams also wanted to thank the police for their service. Information received. Clear.





We Provide The STONES  
Residents Take The STEPS

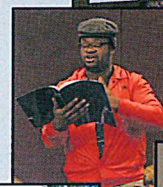
2018 REAL STORIES / ONE STAGE

200+ GUESTS

SURPASSED GOAL OF PAYING FOR ONE  
RESIDENT BED FOR THE YEAR

INCREASED AWARENESS OF SUBURBAN  
HOMELESSNESS

Thank  
You







## A NOTE FROM THE DIRECTOR

Thank you! Thank You! Thank YOU! THANK YOU! I hope Stepping Stone's Dinner Theater Experience, "Real Stories/One Stage," blew you away, as I know it did for me! It's because of you that it was such a HUGE success.

Honestly, it's been 10 years in the making...from the county employees who saw a huge need for a homeless shelter in Anoka County; to those employees, local churches and civic organizations who started the shelter in a four-plex apartment building; to the elected officials, county staff and Stepping Stone Board of Directors who saw a BIGGER vision of what Stepping Stone should and could be; to the numerous corporations and volunteers who made the move to our facility a reality; to the incredible staff who work day-in and day-out, making a significant impact on the lives of our residents; and to each and every one of you along the way who have given time, resources, donations, prayers, and expertise in making Stepping Stone the expert in ending the reality of suburban homelessness for too many.

Stepping Stone's impact on the residents who live here, and on homelessness in general, is more significant every day. Over the next three years, we will be increasing the number of residents moving from homelessness to stable housing, educating our communities that suburban homelessness is real and ever-increasing, and asking for your continued support in joining us with these efforts.

For those who attended "Real Stories/One Stage," you experienced the direct impact you have on our residents. For those who couldn't attend, we hope you come next year to experience it first-hand. For those who are reading this now, you are *vital* in ending the homelessness experienced by our residents.



Kindest Regards,  
Julie Jeppson

## Teamwork Makes The Dream Work

### MEET OUR STAFF

#### Emily Schopf

Life Skills Advocate for Stepping Stone



Picture of Emily (left) and her partner, Michaela

In my job search after college, I found Stepping Stone through the Minnesota Nonprofit job board. After learning that Stepping Stone follows the harm reduction and housing-first model of shelter, I knew it would be a fit for me. My role at Stepping Stone is to work one-on-one with residents to develop hard and soft skills that assist them to become self-sufficient and job ready. This is a new role for me, and for Stepping Stone, and I am very excited about it.

Watching a resident improve their habits and be successful in their goals, and to have been a part of that process with them, is moving and motivating. It inspires all of us—resident and staff—to stick to our own goals.

I appreciate being a part of a team that provides others with a supportive community of peers and professionals who are committed to seeing positive change and growth in *other's* lives.

When not working, I enjoy spending time in meditation and yoga, outdoors, cooking, and listening to podcasts. A current goal of mine is to eat more fruits and vegetables!

*"I appreciate being part of a team that provides others with a supportive community..."*

### VOLUNTEER SPOTLIGHT

#### Kandace: Why I Volunteer

Since 1985, my husband and I have lived on an old hobby farm with our children and many animals. I am fortunate that my career has been raising our three boys and three girls, and many rescued animals, from chickens to sugar gliders.

After losing my son in an accident two years ago—who left behind 3 small girls—I decided to channel my energy somewhere I may make a positive difference. Even as a young girl the thought of someone being homeless made me mad, and as an adult I have learned how close to home this is. At church I heard a story of a local girl that finished high school from a tent. **I thought of my own children, and it broke my heart. I wanted to help.**

I heard of Stepping Stone through my daughter's teacher. I went home and emailed the same day. I was amazed at the staff and resources available to residents, and by the changes people were making in their lives I am a firm believer that people deserve a second chance or as many chances as it takes to become the person we were meant to be. My volunteer role is primarily food pickup and delivery, but my daughter and I help with events and fundraising, too.

My volunteer experience has enriched my life. I definitely have found I have an even stronger sense of gratitude even for the smaller things we take for granted on a daily bases.



## A RESIDENT'S VIEW

Over the years you couldn't  
Imagine what I've been through,  
Being abused and becoming a  
Mother of two.

Over the years when I was just a teen,  
I was a mother of two by the  
Time I was seventeen.

I'm so tired of all this pain  
Trying to figure out if I was to blame.  
I wish my life was how it should be,  
With my high school diploma or  
Even a G.E.D.

Being homeless is not where I wanted to be,  
Thinking to myself "how could this happen to me?"

Being homeless feels like being lost  
In an ocean or a sea,

With no one out searching or looking for me.

Being homeless feels like being at  
The end of a rope,

Trying to hold on praying for hope.

On November the 6<sup>th</sup> I got the

Call I've been waiting for,

God answered my prayers and  
Opened a door.

I walk in a shelter, the initials said SSEH

I'm thinking to myself God what is this place.

Four months later those four

Initials meant so much to me...

Stepping Stone Emergency Housing

I thank you for saving and setting  
Me free.

Being homeless I've had my ups and down,

Being at Stepping Stone I have  
turned my life around.

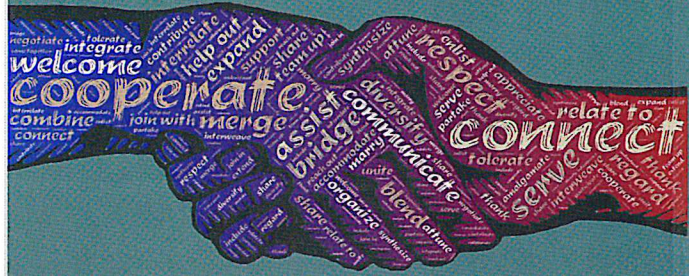
Thank you Stepping Stone for being  
There for me,

I am putting my life back  
Together piece by piece.



Written by  
Creathal "Missy" Scott

Missy (Pictured) was part of the  
Real Stories / One Stage event



## YOU CAN MAKE A DIFFERENCE!

### • KITCHEN DUTY

Weekday lunch prep, serve, or cleanup.  
Produce sorting 3:00-4:30 p.m.

### • DONATE-A-DINNER or LUNCH

Prepare, bring and serve  
dinner for 50 residents between  
4:30 - 6:30 p.m. or lunch  
between 11:30 a.m. - 1:00 p.m.

### • FRONT OFFICE HELP

Monday & Wednesday 9-noon & 1-4:00 p.m.  
Thursday 1:00-4:00 p.m.

For more information, please contact Tracy Pierce at  
[tracy.pierce@steppingstoneeh.org](mailto:tracy.pierce@steppingstoneeh.org) ~ (763) 277-8313

## OUT IN THE COMMUNITY



### Community Awareness

Thank you Stepping Stone Early Learning  
Center for the opportunity to bring  
awareness of suburban homelessness to  
your Easter event!

### Community Giving

We were humbled to receive a  
surprise donation of more than 100  
pairs of underwear from a local  
community member! We are glad to  
provide new and clean underwear to  
those who need it!

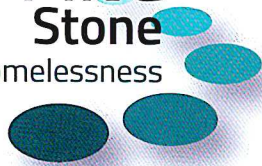


*"If you want to go fast, go alone. If you want to go far, go together."* - African Proverb



# STEPPING Stone

ending homelessness



3300 4th Avenue North  
Cronin Building 14  
Anoka, MN 55303

NON PROFIT ORG  
US POSTAGE  
PAID  
MAIL EXPEDITORS

S6 P2 5

\*\*\*\*\*AUTO\*\*5-DIGIT 55432

CITY OF SPRING LAKE PARK

DAN BUCHHOLTZ

1301 81ST AVE NE

SPRING LAKE PARK, MN 55432-2188



## SPECIAL THANKS TO OUR SPONSORS



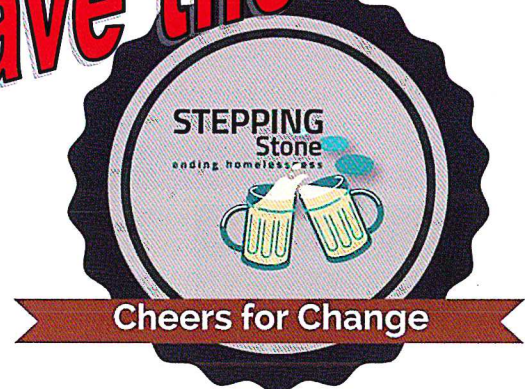
Blaine - Ham Lake

**Rotary**  
Club



*financial*  
**one**<sup>TM</sup>  
Your Solutions Credit Union

# Save the Date!



June 2, 2018

Aquatore Park, Blaine, MN

Community event for ALL ages!

**Log-rolling, Activities, Beer, Food and Music!**

Craft Beer Provided by Invictus Brewery

Please get in touch with us, learn more about us or become more involved!



(763) 323-7006



[www.steppingstoneeh.org](http://www.steppingstoneeh.org)



Stepping Stone Emergency Housing

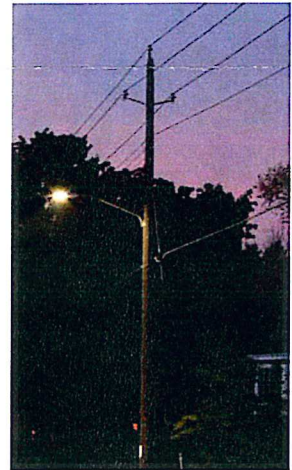
May 2018

Dear Customer:

Creating a welcoming environment in your community with decorations is something we all appreciate and enjoy. As your electric energy provider, we have a responsibility to ensure decorations and other attachments on our poles are placed there safely. Items like holiday lighting, banners, flags and planters on utility poles can be a serious safety issue to community personnel, our employees and the public. They can cause equipment damage and widespread power outages, fires and electrical hazards including electrocution.

That's why we're making some changes. While ornamental attachments on our distribution poles aren't allowed, we will allow certain attachments on our streetlight poles if they don't create a safety concern. We've developed a process for communities to determine whether an attachment can safely exist on our poles.

We'd also like to help you understand the difference between the types of poles we're addressing in this effort.

**Streetlight Pole****Distribution Pole***Streetlight poles*

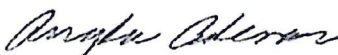
These poles support only streetlights and the wiring to energize them. If you have or want ornamental attachments on our streetlight poles, please contact us at phone number or email address listed below.

*Distribution poles*

These poles support distribution lines. In some cases, a streetlight may also be present. If you have attachments on distribution poles, please contact us (at the phone number or email below) to ensure they are removed safely by qualified workers. We will work with you to accommodate your schedule.

Thank you for your support, as we work together, to ensure a safe environment around our utility poles for you and your community. If you have questions or concerns, feel free to contact us.

Sincerely,



Angela Adesoro  
Outdoor Lighting Coordinator  
[Outdoorlighting@xcelenergy.com](mailto:Outdoorlighting@xcelenergy.com)  
651.229.2255

Cc: Colette Jurek, Community Relations Manager





Safety is our top concern – ornamental attachments on utility poles can be a serious safety issue to community personnel, our employees and the public. While attachments are not allowed on our distribution poles, we will allow certain attachments on our streetlight poles if we don't have safety concerns. Following are answers to some commonly asked questions. If you have additional questions or need more information, please contact Angela Adesoro at 651.229.2255 or your Xcel Energy community relations manager.

**Q: Why is Xcel Energy addressing the issue of attachments on utility poles now?**

**A:** While a utility pole may seem like a convenient place to post a sign or hang a flag, it simply isn't safe. Over the years, we have noticed more and more communities attaching items to our utility poles. To help ensure the safety of community personnel, our employees and the public, we are working with our communities to comply with the National Electric Safety Code and our company safety standards.

**Q: How does attaching items like banners or flags on utility poles impact linemen?**

**A:** Our line crews work in all types of weather conditions, and attaching items like banners and flags to utility poles can cause serious hazards because it impacts their ability to safely do their job. If a lineman needs to access overhead equipment for maintenance or to restore power during an outage, these items can become hazardous obstacles and could lead to injuries.

**Q: How can these attachments be a safety issue for residents?**

**A:** There are inherent risks associated with overhead power lines. It's important to stay at least 10 feet away. Having attachments on our poles can put people in the danger zone. For example, if a person gets too close to energized lines to attach an ornamental item, they could be exposed to thousands of volts of electricity. If that object is metal, other people could be put at risk for an electric shock. There also is the risk of an attachment, such as a hanging flower pot, falling and injuring people beneath.

**Q: Are ornamental attachments allowed on distribution poles?**

**A:** No, it's simply not safe to put ornamental attachments on distribution poles so they are not allowed.

**Q: Are ornamental attachments allowed on Xcel Energy-owned streetlight poles?**

**A:** If deemed safe, we will allow single-pole banners, flags, holiday decorations and/or street signs on streetlight poles.

**Q: What is the difference between a distribution and a streetlight pole?**

**A:** Distribution poles support power lines and possibly a streetlight. While streetlight poles support only streetlights and the wiring necessary for the light. It can be tricky to distinguish the two. We are available to assist you with that distinction.

**Q: Are there any items that we can't put on streetlight poles?**

**A:** Yes. For example, banners attached to two or more poles, flower baskets and speakers and wiring can't be placed on streetlight poles. We'll work with you to determine what can and can't go on the streetlight poles in your community.

**Q: I understand that we will need to remove any unapproved attachments currently on Xcel Energy-owned poles, but do we also need to remove existing electric attachments, such as wiring, outlets and fusible disconnects?**

**A:** All electric attachments on our distribution poles will need to be removed. However, to ensure safety, please contact your Outdoor Lighting representative as customer-owned electrical attachments require a licensed electrician and Xcel Energy lineman to disconnect from our poles.

**Q: Are all the communities served by Xcel Energy impacted by this policy?**

**A:** Yes, this is a corporate-wide policy. We will work with communities in all eight states we serve.

**Q: What steps do I need to take to apply for approval to place attachments on Xcel Energy-owned streetlight poles?**

**A.** Please follow these steps:

- Contact Xcel Energy Outdoor Lighting (612.229.2255 or [outdoorlighting@xcelenergy.com](mailto:outdoorlighting@xcelenergy.com) ) and request a "Customer Streetlight Attachment Application." This form can be sent to you via email.
- Complete the "Customer Streetlight Attachment Application" and email it to [outdoorlighting@xcelenergy.com](mailto:outdoorlighting@xcelenergy.com) or send it in the mail to Xcel Energy Outdoor Lighting, 825 Rice St., St. Paul, MN 55117-5459.
- Wait while we process your application. In most cases, each streetlight pole will require an inspection by Xcel Energy personnel to validate that the pole is structurally sound to support the attachments. If your request is approved, we will send you a "License Agreement Regarding Streetlight Poles." If your request is not approved, we will let you know as soon as possible.
- Review, sign and return the "License Agreement Regarding Streetlight Poles."